



Faculty and Staff Computers

Policy Number: 513

Categorized: Information Technology

Procedure: 513P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use computers purchased with College funds.

2. Policy Statement

All full-time employees and individuals in permanent P3 positions will be issued one College Windows laptop computer that is to be used for College business on and off College sites.

Employees who require a second computer due to specific work requirements must have the approval of the CIO prior to purchase.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Guideline 9.1.2 Access to networks and network services

VCCS IT Security Standard 6.2 Mobile Devices and Teleworking

VCCS IT Security Standard 8.1 Responsibility for Assets

VCCS IT Security Standard 11.2 Equipment Security

VCCS Notebook Computer Guidelines, version 8.0

VCCS Product Support Services Guidelines, version 9.0