



Acceptable Computer Use Procedure

Procedure Number: 502P

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

Forms: Information Technology Security Agreement, [M365 Acceptable Use Agreement](#), [Virginia Community College System \(VCCS\) Student-Patron Acceptable Use Agreement](#)

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Purpose

This policy procedure details the specific actions to be taken by 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 College computer resources.

2. Definitions

Computing Resources: all computers, systems, workstations, networks, networking equipment, peripheral devices, servers, and any other College property attached to NOVA’s network. Computing resources also include all software, programs, files, documents, and databases stored in NOVA computing systems.

User: any person who uses NOVA’s computing resources.

3. Procedure

1. All new NOVA faculty and staff must execute the Information Technology Security Agreement and the [M365 Acceptable Use Agreement](#) upon employment. The Information Technology Security Agreement and the [M365 Acceptable Use Agreement](#) are agreed to annually thereafter as part of the mandatory IT Security Awareness Training.
2. All students, visitors, and/or patrons must follow and abide by the terms and conditions set forth in the [VCCS Student-Patron Acceptable Use Agreement](#).