

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP-6.5**

**TITLE: APPROPRIATE COMPUTER USAGE**

**SECTION 1. GENERAL**

1.1 Authority - West Virginia Code 61-3C, "West Virginia Computer Crime and Abuse Act". WV Statewide Internet Acceptable Use Policy Guidelines.

1.2 Effective Date – **March 16, 2016**

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all computer users at Eastern West Virginia and Technical College, including but not limited to students, staff, and faculty.

2.2 Computer resources available include the computers resources, as well as, Local Area Network (LAN), Wide Area Network (WAN), Wireless, Intranet, and Internet resources.

**SECTION 3. STATEMENT**

3.1 Access to computing resources is a privilege the College grants to its faculty, staff, and students. Access may also be granted to other individuals for purposes consistent with the mission of the College.

3.2 Computing tools, including library resources or the telephone system, are shared goods, essential to the instructional, research, and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used and treated with care and good sense. Reasonable care should be exercised when using any college information technology resource.

3.3 Use of Eastern's computing resources is for the purposes related to the College's mission of education, research, and public service. Computers must be used for purposes related to student studies, instruction, duties as employees for official business, and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is not allowed.

3.4 The College will not tolerate the use of a computer or Internet to hurt, harass, attack, or harm other individuals, groups, organizations, or other entities, their actions or their work. Viewing, accessing, or transmitting pornographic material is strictly forbidden. Disabling virus protection programs is explicitly prohibited. Users who believe their rights have been violated or infringed upon should notify the Chief Information Officer, or a member of the Senior Administrative Leadership Team.

3.5 System security and access to information stored on the College's computers and network equipment is controlled by the assignment of accounts and passwords. These accounts and passwords are provided by the Information Technology Department and are only to be used by the employee and student to which they are assigned. Any attempt to access, copy, modify, or obtain system privileges that you are not entitled to may result in disciplinary action.

3.6 Only software purchased and owned by the college can be installed on College computers. Software installations may only be performed by the Information Technology Department. On occasion the department may authorize the installation of software when it benefits the mission of the college.

3.7 At the direction of the President or the Chief Information Officer, the Information Technology department may monitor the usage of computers to ensure appropriate use. The college reserves the right to limit access to computer resources when investigating cases of suspected abuse or when violations have occurred.

3.8 Anyone using the college's computer resources may not alter or intentionally damage software or data belonging to the college or interfere with another person's authorized access to information technology resources. Users may not intentionally disrupt or damage college computers or networks in any way.

3.9 Computer viruses are man-made programs or program fragments which are potentially damaging to computer-based information and resources. All users need to be sensitive to the ease of spreading viruses and should take steps to ensure that files and disks are virus-free. If you suspect that any file, disk or system that you are using is infected with a virus, you should report it immediately to the Information Technology department.

#### **SECTION 4. ENFORCEMENT**

4.1 Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Eastern's computing resources may also be subject to prosecution by State and Federal authorities.



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BOARD OF GOVERNORS, CHAIR

5/12/16  
DATE