VIRGINIA WESTERN COMMUNITY COLLEGE
INFORMATION TECHNOLOGY
USE POLICY

Information transmitted is not private and will be monitored as business needs dictate.

- Equipment, transmissions, and online access are all the property of VWCC.
- VWCC reserves the right to monitor and inspect all computers and transmissions as business needs dictate.
- Everything you do on your computer system can create a permanent record.
- VWCC's name and individual user-ID are included on every electronic message.

VWCC prohibits illegal and inappropriate use of your electronic system.
Illegal or inappropriate use includes:

- Downloading software for personal use.
- Downloading games, material, or software from the Internet unrelated to college business.
- Gaining unauthorized access to private servers.

No unauthorized third-party access is permitted.

- No employee may give an unauthorized third-party access to VWCC information systems or computers for any reason without management approval.

Copyright and trademark protections apply to Internet usage.

- Do not send, download, or save any material from any online source that is protected by copyright or trademark laws.

Virus Protection is mandatory and should not be turned off.

- Be sure that your computer is actively screening for viruses using Symantec End Point Protection or other appropriate software that may be selected for system-wide use.
- Contact the Help Desk (7-7354) if you have any questions concerning your antivirus software.

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