

**Policy #4101**

**Policy Title: ACCEPTABLE USE of INFORMATION TECHNOLOGY (IT) RESOURCES and SYSTEMS**

**Responsible Oversight Director: Director of Operations and Information Technology**

**Original Policy Creation Date: July 17, 2019**

**Date of Current Revision or Creation: November 2024**

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**A. PURPOSE**

The Southern Virginia Higher Education Center as owner and responsible administrator of IT Resources has to ensure the following:

1. Lawful use of IT Resources
2. The confidentiality, integrity and availability of IT Resources
3. Monitor electronic communication systems to ensure compliance.

**B. AUTHORITY**

[Virginia Code Section 23.1-3122](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

**IT** – Information Technology

**IT Resources** – Computers, telecommunication equipment, networks (wired or wireless), databases and data processing systems, Internet, cloud resources, printing, management information systems, and related information, equipment, goods, and services.

## D. SCOPE

This policy applies to everyone using any IT Resource unless a specific SVHEC policy states otherwise.

## E. POLICY STATEMENT

The privilege of using IT resources, networks, electronic data, and telecommunication systems provided by the SVHEC is granted to support the mission of the SVHEC and its member colleges/universities, workforce agencies, or other organizations and their related academic, administrative and service activities including but not limited to faculty, staff, students and visitors. Privileges are granted for the expressed purpose of supporting The SVHEC's mission and the mission of the SVHEC's member institutions. It is the responsibility of each individual and member organization to use IT resources in an appropriate method and to comply with all Federal, State, or local statues and international laws as well as any codes, rules, or procedures of a member organization as it might apply to these resources.

### Account Holder Responsibilities

Account holders are responsible for the following in the use and security of all accounts:

- An account is to be used only by the designated user. The designated user is solely responsible for all work done in that account.
- Each account may be used only for the expressed purpose of supporting the SVHEC's mission or the SVHEC's member institution's missions.
- Users are responsible for protecting their passwords. Users must take precautions and practice secure password management.
- Any user feeling pressured to reveal a password or suspect that their account has been compromised should contact the IT Staff. Non-reported cases of unauthorized access may be classified as intentional and subject to enforcement procedures.
- Users are responsible for locking or logging out of any device. The account holder may be responsible if someone uses that account to make an unauthorized act.

### Unacceptable Behavior

The following actions are considered unacceptable behavior; however, the list below is by no means exhaustive. It is just an attempt to provide a framework for activities which fall into the category of unacceptable use.

- No one may not use IT Resources for any illegal or unauthorized purpose or act to violate Federal, State or local laws or SVHEC policies.

- No one may participate in any malicious behavior that harms or interferes with others' use of resources. This would include activities like the introduction of malicious or unauthorized programs, network sniffing or port scanning, ping floods, packet spoofing, denial of service, forged routing information for malicious purposes or tampering with software protections or restrictions.
- No one may use resources or information for commercial purposes without prior authorization.
- No one may use copyrighted and licensed materials, trade secrets, patents or other intellectual property on SVHEC systems unless the SVHEC or its partner's organization owns the materials or SVHEC has otherwise complied with intellectual property laws governing the materials.
- No one may transmit unencrypted sensitive data over the Internet.
- No one may actively engage in intimidation, harassment and unwarranted annoyances using IT Resources.

In accordance with [Virginia Code § 2.2-2827](#): *Restrictions on State Employee Access to Information Infrastructure*: account holders may not utilize agency-owned computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content except to the extent required in conjunction with a bona fide, agency-approved research project or other agency-approved undertaking.

In accordance with [Virginia Code 2.2-5514.1](#): *Prohibited applications and websites*: account holders may not download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any agency-issued device or agency-owned or (ii) while connected to any wired or wireless Internet network owned, operated, or maintained by the agency, except to the extent authorized (by the Superintendent of State Police or the chief law-enforcement officer of the appropriate locality or institution of higher education) for the purpose of allowing participation in law-enforcement-related matters.

### **Enforcement**

Misuse of computing, networking, and information resources may result in severe consequences, including the loss of access to information technology resources.

The Southern Virginia Higher Education Center reserves the right to amend this policy as necessary at any time to further define the use of its resources.

## **F. RELATED INFORMATION**

N/A

\*Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson  
Responsible Oversight Director's Signature

7/1/2013  
Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Allen  
Executive Director's Signature

7/1/2013  
Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 17, 2014**

**Scheduled Review Date: February 2019**

**POLICY HISTORY (Revision of Policy)**

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***This sheet is for policies being revised – not NEW policies, if this is a new policy, disregard this sheet***

  
\_\_\_\_\_  
Revisions Author's Signature

7/17/19  
Date

  
\_\_\_\_\_  
Responsible Oversight Director's Signature

7/17/19  
Date

**Executive Director – Provisional Approval of REVISED Policy:**

  
\_\_\_\_\_  
Executive Director's Signature

7/22/2019  
Date

**Does this policy need to go before the Board for this revision approval?**

Yes

No

  
\_\_\_\_\_  
CFOO Signature

4/29/20  
Date

**Policy Creation Date: March 2008**

**Last Policy Revision Date: July 2013**

**This Revision Date: July 2019**

**Next Scheduled Review Date: July 2024**

# POLICY HISTORY (Revision of Policy)

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Revisions Author's Signature

10/3/24  
Date

  
Responsible Oversight Director's Signature

10/4/2024  
Date

## Executive Director – Provisional Approval of **REVISED** Policy:


  
Executive Director's Signature

11/20/24  
Date

**Does this policy need to go before the Board for this revision approval?**

Yes

No

  
PRC Chairman Signature

11/14-2024  
Date