



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 4101

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

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision or Creation: March 4, 2008

A. PURPOSE

The Southern Virginia Higher Education Center has a significant investment of public, private, and foundation dollars in information technology resources. As owner and responsible administrator, the SVHEC has to ensure the following:

1. Lawful use of these resources
2. The integrity of computers, networks, and data,
3. Monitor electronic communication systems to ensure compliance with the SVHEC.

B. AUTHORITY

Virginia Code Section 23-231.24-29, 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, SVHEC SharePoint, printing, management information systems, and related information, equipment, goods, and services.

D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, www.svhec.org.

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 and to comply with any Federal, State, or local statutes as well as any codes, rules, or procedures of a member organization as might apply to these resources.

It is in the interest of The Southern Virginia Higher Education Center that Virginia is in the forefront of development and implementation of technology. For that reason, this standard shall not be construed to hamper the pursuit of the mission of the SVHEC in instruction and research.

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

F. RELATED INFORMATION

N/A

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

POLICY HISTORY

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. Cole

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