

Computer Use Policy

To maximize the benefits of its computer resources and minimize potential liability, Piedmont Virginia Community College has created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

You are given access to our computer network to assist you in performing your job or completing college class work. You should not have an expectation of privacy in anything you create, store, send, or receive in the computer system. The computer system belongs to the college and may only be used for business purposes. Without prior notice, the college may review any material created, stored, sent, or received on its network or through the Internet or any other computer network.

Use of the computer resources for any of these activities is strictly prohibited:

- 1) Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- 2) Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), or any other unauthorized material.
- 3) Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic.
- 4) Using or copying software in violation of a license agreement or copyright.
- 5) Violating any state, federal, or international law.

If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to your supervisor or the supervisor of the computers you are using.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible suspension of computing privileges, termination, and civil and criminal liability.