

West Virginia Northern Community College

USE OF COLLEGE PROPERTY

Effective Date: June 24, 2004

Date Approved by WVNCC Board of Governors: June 24, 2004

Authority Reference: WV Code 6B-1-5, West Virginia Governmental Ethics Act
http://129.71.164.29/wv_code/06b ; WV Legislative Rule, Title 158, Series 6, Private Gain
www.wvsos.com/csr/verify.asp?TitleSeries=133-31 ; WV Ethics Commission, Overview of the West Virginia Ethics Act
www.wvethicscommission.org/overview.htm ; WVNET (West Virginia Network for Educational Telecomputing) Computer Abuse Policy
www.wvnet.edu/services/helpdesk/dialup_info/abuse_policy.html ;
WVNET Computer Use policies
www.wvnet.edu/aboutwvnet/policies/policies.html

Replaces previous policy dated: July 17, 1998 (WVNCC Institutional Policy 4.6.1),
September 1, 1998 (WVNCC Institutional Policy 4.7.1),
January 1, 1998 (WVNCC Institutional Policy 4.7.5), and
September 20, 1988 (WVNCC Institutional Regulation,
Parking and Traffic Regulations

Rule: West Virginia Northern Community College property is for the use of its employees and students in conducting official College business and educational activities. Such property includes, but is not limited to, programs, personnel time, titles, information, computer, telephones, and other equipment, internet access, vehicles, supplies, facilities and grounds, parking, and office space. Use of the College's property for personal gain or benefit is a violation of ethical standards and may be grounds for disciplinary action up to and including termination of employment. College personnel are responsible for securing information, College building, office, room, equipment, and keys assigned to them for work-related purposes. The following applies to specific property as noted:

Personnel Time, Equipment, Supplies: Consistent with the State Ethics Act, the following are types of activities prohibited: use of College supplies or equipment for

personal projects or activities; carrying out personal projects or activities during work hours; and using subordinates to work on personal projects or activities during work hours or compelling them to do so on their own time.

Acceptable Internet Use: Access to the internet for faculty, students, and staff is for College instructional, educational, and informational purposes. Consistent with WVNET policy, all employees must be accountable for their computer and for any actions that can be identified to have originated from it. Use which is not in keeping with the central educational mission and objectives of the College, which infringes on or disrespects the rights of other users, which violates College or West Virginia Network (WVNET) policies and procedures, or which violates applicable network (i.e., SURAnet and NSFnet) usage guidelines as well as state and federal laws regarding computer abuse may result in disciplinary action up to and including dismissal from the College. Unlawful actions or activities may be reported to appropriate law enforcement authorities.

Non-Electronic Bulletin Boards, Signs, Postings: The College provides designated locations for the posting of notices, announcements, and other items as a means of communicating information about events, programs, and activities. Postings are regulated to ensure compliance with WVNCC policies and procedures and existing, applicable laws. The policy does not apply to offices and areas designated for use by designated individuals or offices.

Parking: Parking spaces are regulated for the use and access of students, faculty, staff members and other persons or groups with approval and permission of the College. Users are responsible for complying with regulations stated and posted and are subject to established penalties for violation. If the operator of a vehicle cannot be determined, the College will consider the vehicle's registered owner responsible for the violation.

Private Information: Private information protected under law or policy, such as certain financial, personnel, medical, donor, or student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner which retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization may result in disciplinary action and/or legal prosecution.