

**Approval Authority:** President's Office

**Last Approved:** May 16, 2007

**Administrative Responsibility:** Chief Financial Officer

**Next Review:** 2024-2025

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## **POLICY**

### **PURPOSE / RATIONALE**

The purpose of this policy is to set forth both acceptable and unacceptable use of computing technology at NVIT. As such, it minimizes legal and other risks both for the Institute and its community, assists in ensuring stable, effective and efficient operations, and enables reasonable innovation.

### **SCOPE / LIMITS**

This policy applies to the use of all electronic resources on or off campus by any member of the community acting in the name of NVIT, or identifying her/himself as such. This applies to all members of the Institute community, including but not limited to students, employees, board members, and contractors when engaged in Institute business.

### **PRINCIPLES**

1. All Institute community members are responsible and accountable for their use of computing technology at or on behalf of the Institute.
2. While members of the Institute community are granted access to computing resources for NVIT related activity and may use computing resources for the purpose of fulfilling their responsibilities, the Institute reserves the right to limit, restrict or extend privileges and access.
3. Use of computing resources for outside business, commercial, or non-incidental personal use is prohibited, unless such use is sponsored and approved by the Institute.
4. Incidental personal use of computing technology services is acceptable but is limited to responsible activity that minimizes disruption of Institute business while attending to necessary personal affairs.
5. Users are required to preserve the privacy of data to which they have access and respect the privacy of other computer users.
6. The Institute reserves the right to monitor usage and inspect data stored on its computer systems to ensure high quality performance of systems or when the Institute believes that a policy violation has occurred.
7. Institute members may not gain access to another member's account, alter or delete another's data, or in any way tamper with Institute-owned computing systems without appropriate authority.

8. Any Institute member who uses the Institute systems to gain access to or distribute obscene, pornographic or hateful materials (with the exception of authorized use of legally accessible content for educational purposes) will be subject to appropriate discipline.
9. Institute members may not use or distribute electronic materials of any kind in violation of the copyright ownership of such material.
10. For cases in which the Institute believes a policy violation is also a violation of law, the Institute will involve the appropriate authorities.
11. The Institute reserves the right to determine appropriate guidelines for maintaining the security of Institute operated systems—which includes but is not limited to accounts, user security settings, password criteria—and expects all users of Institute computing systems to adhere to these guidelines.

## **RELATED POLICIES**

TBA

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