



Information Systems (IS) Access Terms and Conditions

1. The computing facilities of BRCC are intended solely for use by authorized faculty, staff, and students in connection with instruction, research, and public service activities performed on behalf on the College.
2. The College reserves the right to inspect all information stored on and communications that traverses College owned equipment in order to ensure compliance with College policies, applicable laws, and regulations.
3. The username and password (account) assigned to the employee is not transferable or sharable. Your password should never be shared with anyone. It is the responsibility of the employee to maintain the secrecy of their password. It is also the responsibility of the employee to immediately notify the IT department if they feel their account has been compromised.
4. Electronic communication privacy is not guaranteed. The College reserves the right to monitor and inspect any electronic communication directed to or originating from accounts established by the College.
5. Only software licensed to Blue Ridge Community College is to be installed on College equipment. Software licensed for personal use may not be installed on College equipment. IT staff will install software only after a proof of a proper license has been provided.
6. BRCC fully respects copyrights. It is the responsibility of the individual who stores electronic media (videos, audio, software, etc) on BRCC owned or managed equipment or through third party services provided to the College to ensure doing so does not violate the copyright. Any material found on College managed equipment or services that violates copyright is subject to immediate and permanent deletion.
7. A violation of any of these conditions may result in revocation of a user's privileges and accounts or additional disciplinary action.
8. The conditions listed here are a summary of policies found in the BRCC Information Technologies Policies & Procedures Manual. By signing below, the applicant agrees to the conditions listed above as well as all conditions in the Information Technologies Policies and Procedures Manual.

Signature of applicant/employee

Date