# COMPUTER USE

## Communication with Students

The VCCS has established email as a primary vehicle for official communication with students. An official VCCS Gmail (Google) email address has been established and assigned by the VCCS and the colleges for each enrolled student. All communications sent via email will be sent to the student's official VCCS Gmail (Google) email address. Faculty members will use the student's official VCCS Gmail (Google) email address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The VCCS expects that students will receive and read email in a timely manner. Students are expected to maintain their accounts and check their email periodically so that new mail will be properly received and read. A student's failure to receive and read official College communications delivered to their VCCS Gmail (Google) email address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to auto-redirect/forward email from their official VCCS Gmail (Google) email address to another address (e.g. @hotmail.com, @aol.com), they do so at their own risk. The VCCS is not responsible for the handling of email by other service providers. Having email redirected/forwarded does not absolve students from knowing and complying with the content of the communication sent to their official College email address.

## Computers for Student Use

Computer support is available on the Weyers Cave campus in room F108. Hours are posted at https://www.brcc.edu/student-support-services/computing/my-brcc-support/ or by contacting (540) 453-2400 for details. Computers located in unoccupied classrooms/labs may be used by students. There are also computers available for student use in the Houff Library, first floor of Houff Building near the Public Safety desk, the hallway between E building and F building, and the Fine Arts building. Computer labs are open for use by currently enrolled BRCC students only. Computers for public use are available in the Library. Due to increasing volume and rising costs, students should print only what is needed for their BRCC courses.

Students should use only their official VCCS email accounts to communicate with College faculty, staff, and administrators. Similarly, students should check their VCCS accounts on a daily basis in order to remain informed of College and VCCS communications. Per VCCS Policy 6.0.9, when communicating legally required information, personally identifiable information, grades, or any FERPA-protected information, faculty and staff must use college or VCCS email and VCCS student email or other VCCS authenticated method. Other communication of a more general nature that does not include legally required, personally identifiable, or FERPA-protected information should use the most appropriate electronic means for reaching the intended audience. This includes general information about class assignments, quizzes, tests, programs, college-wide announcements, financial aid or tuition payment due dates, course or registration information, weather-related closings or delays, and college events.

Where a prospective student does not have a VCCS email address, the email address provided by the prospective student may be used.

Colleges must use a secure site and login procedures to send legally required, personally identifiable, or FERPA-protected information to a noncredit student who does not use a VCCS email address.

## Computer Ethics Guidelines

Thousands of users share VCCS Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Students must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.