PURPOSE
The Information Technology Department at Danville Community College has some computing guidelines that employees should be aware of. Following, are some policies and guidelines specific to security and software licensing.

SECURITY
The VCCS and Danville Community College take security very serious. Please make sure you have read and understand the DCC/VCCS Information Technology Employee Ethics Agreement.

As a safeguard, the computers at Danville Community College are configured to automatically lock after fifteen minutes of inactivity. However, when you leave your workstation unattended, it is important that you manually lock your computer as a means to expedite protection in preventing unauthorized access. Perform the following to manually lock your computer: while simultaneously pressing the control (Ctrl) and alternate (Alt) keys, press the Delete key. This will activate the Windows Security Dialog (see examples below).
Now, select **Lock Computer**. No one but you and the administrator will be able to unlock your computer. This will prevent unauthorized access to your computer while you are logged on and leaving it unattended. If an unauthorized user gains access to your computer due to your failure to follow these security guidelines, for all intent purposes, any malicious activity or data breach that may occur will be associated with your account.

Also, as a means to prevent hacking after hours, you are required to completely “Shutdown” your PC at the end of each workday. If a hacker cannot find the PC, it cannot be hacked.

**AUTHORIZED AND UNAUTHORIZED SOFTWARE**

All software installed on VCCS/DCC owned computers must be legally licensed. If software is needed for one’s job duties, as related to the business of the college, Information Technology Services staff will install it on condition that it is legal to do so.

By default, the IT staff will install the following applications on each user’s computer:

- Microsoft Office
- Adobe Reader (latest version)
- Adobe Flash Player
- Java
- Symantec Antivirus

**Note:** If you notice the Symantec gold shield located on the lower right of the desktop to have an exclamation mark or is no longer shown, please contact the Helpdesk immediately.

Loading unauthorized software onto any computer owned by Danville Community College is a violation of SEC-501 and is strictly prohibited.

Information Technology Services realizes that some of the third party software available for free download from the internet is harmless, but there are times when they can cause severe problems. From time to time we receive requests to check out a computer system, only to discover unauthorized "freeware" has been installed and is prohibiting the computer from functioning properly or not at all. Thus, do not install ANY application onto a College owned computer without prior approval from Information Technology Services. If unauthorized software is detected on a College owned computer, it will be removed. If, after being informed of the situation, the software is re-installed, Information Technology Services will pursue corrective measures. Below are a few examples of unauthorized software:

- Winamp
- Weatherbug
- Third party screen savers
- AOL Instant messenger
- MSN messenger
- ICQ messenger
- Yahoo messenger
- Real Audio Player
- Spinner
- Popup Stopper
- Any unauthorized application