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DEPARTMENT OF GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Building Information Tracking System (BITS)

Acceptable Use Policy

Statement of User Responsibility

- a. To be an authorized user of BITS, you must have job responsibilities consistent with the purpose of BITS, have obtained approval for your BITS user account from your Agency Access Coordinator and be in good standing as a permanent, temporary, or contract employee of a Commonwealth of Virginia (COVA) entity.
- b. As an authorized BITS user, you are responsible for the security and use of your BITS user account. You will exercise due diligence in protecting your account and preventing unauthorized use of your account.
- c. As an authorized BITS user, you are responsible for keeping your user information current and accurate. This information includes name, position title, email address, and phone number.
- d. It is prohibited for any BITS user other than the assigned BITS user account owner to use said BITS user account. You will exercise due diligence in protecting your account and preventing unauthorized use of your account. You will refrain from using someone else's BITS user account.

Definition of Appropriate Use

Valid uses of BITS include, but are not limited to, using the BITS database for the intended and stated purposes of:

- Maintaining, researching and reporting of data pertaining to the Commonwealth's Capital Outlay and Building Official activities.

To appropriately use BITS, each BITS user must:

- Secure the user account and password at all times.
- Follow all COVA and BITS policies, as well as all other pertinent local, state, and federal laws and policies.

Definition of Inappropriate Use

Inappropriate uses of BITS include, but are not limited to:

- Using any other individual's BITS account or password.

- Managing your user account or access in a way as to make your password and/or BITS session available for use by others.

It is a violation of Commonwealth of Virginia policy to use BITS for promoting outside business interests.

BITS shall not be used for private consulting or personal gain. BITS may not be used to support or engage in any conduct prohibited by Commonwealth of Virginia or local COVA Entity statutes or policies.

It is a violation of this policy to examine, or attempt to examine, another BITS user's or another COVA entity's files or data without authorization. Noted exceptions are DGS, DPB, SFMO, APA, and Legislative staff personnel who must examine multi-agency data while performing their assigned duties, identifying or correct BITS system or data problems, or other approved activities to monitor and manage COVA business.

It is a violation of BITS policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by any section of the Code of Virginia, or other federal, state, or local law.

Possible Sanctions for Misuse

The BITS Manager and DGS ISS may monitor, record and store information about the use of BITS. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within BITS, the BITS Manager will contact the user's Agency Access Coordinator regarding the alleged violations of this policy.

It is not appropriate to use BITS in a way that is detrimental to the normal operation of BITS. Penalties for misuse of BITS may include, but are not limited to, suspension of the use of BITS and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the BITS Manager will disable the BITS user account. The BITS user account will remain inactive until:

- 1) The BITS Manager has determined no violations exist or corrective action has been taken by the offending user's agency.
- 2) The user's Agency Access Coordinator has notified the BITS Manager of the correction(s).

If corrective action is not taken at the COVA entity level, the BITS Manager may:

- 1) Recommend to the BCOM Director that the BITS user be permanently suspended from use of the system.
- 2) Escalate the incident to the next level of Management within the COVA Entity with a recommendation for disciplinary action.