



Palau Community College

P.O. Box 9
Koror, PW
Republic of Palau 96940

Technology Resources Use Agreement

This agreement is made between Palau Community College and the employee (name) _____ for the duration of his/her contract. This contract in its entirety covers electronic rights and responsibilities. Members of the faculty, and staff have the right to the computer related technology at the college. This right and the resulting right to the college technology services and application carry the responsibilities that attach to the use of any college computer related technology. Any revocation of any of these rights is subject to the normal due process available to any member of the faculty and staff. The college expects members of the faculty and staff to become familiar with individual and institutional responsibilities for the use of the college computer related technology and to protect its electronic information.

Electronic Rights and Responsibilities Terms and Agreements

The college own and are responsible for all computer related technology, and, therefore, all communications and activity conducted over it. Authorized use of the computer related technology shall be consistent with the mission of Palau Community College and its technology policy. For each college employee who is assigned a specific computer to use, one Internet Protocol (IP) number is assigned for one employee, whether it is a desktop or laptop computer he or she uses. Any moving or replacement of college computers requires contacting the staff at the Computer Room and filling out the computer inventory form, to be used for keeping track of the college computer related technology.

This policy defines the acceptable usage of the computer technology resources for the college employees. The computer systems should be used for work purposes; with an addition of privileges such as:

- To send and receive necessary and occasional personal communications;
- To prepare and store personal data in a reasonable manner
- To access the Internet for brief personal research and inquiries outside of working hours, provided that employees adhere to all other usage policies.

This policy also defines unacceptable uses of computer technology resources of Palau Community College. The college reserves the right, upon reasonable cause for suspicion, to

access all aspects of its computing systems and networks, including employees' login sessions to determine if a user is violating this policy.

Misuse of Palau Community College computer technology resources is prohibited, but not limited to:

- **Prohibited use**
Employees may not use any of the college computer technology resources for any illegal purposes, violation of any project's policy, in a manner contrary to the best interests of the college, in any way that discloses confidential or proprietary information of the college or its employees and students, or for personal gain.
- **Copyright Infringement**
Any download on the college Internet line that will infringe a copyright of a material, audio or video is totally prohibited and will be subject to a suspension and termination of the offender's internet connection at the college.
- **Damage of PCC property (laptops/desktops/printers)**
Employees may not misuse PCC property or let their children play with their computer in which case if the property is damage they are liable and will be responsible for the damage.
- **Harassing, Discriminatory, and Defamatory**
Under no circumstances may employees use the college's computer technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way. The college does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or mental leave status, or any other status protected by Republic of Palau Public Law (RPPL) and PCC-Personnel Rules and Regulations.
- **Game Playing**
Computers are not to be used for recreational game playing during working hours.
- **Gambling**
Computers are not to be used for Internet gambling.
- **Music and Movie download**
Computers are not to be used to download music or movies through the Internet.
- **Online Shopping**
Computers are not to be used for Internet online shopping for personal purpose.

- **Private Commercial Purpose**
Computer resources shall not be used for personal or private commercial purposes or for financial gain.
- **Political Advertising or Campaigning**
Computer resources and networks shall not be used for political purposes.
- **Pornography**
Computers are not to be used to visit sites that are considered obscene. In the event that an employee disregards this policy and continually visits unauthorized sites, it will be grounds for disconnection from Internet after a warning has been issued to that employee. The college has the right to view private files that have been downloaded to check for the propriety of downloaded files and monitor bandwidth usage. The college prohibits employees from using its computer resources to send sexually oriented images or messages.
- **Unlicensed Software and Software Piracy**
The use of unlicensed software on college computers is prohibited. All software in use on the college computers must be officially licensed software. College employees are prohibited from distributing college owned software to individuals or agencies outside of the college.
- **College E-mail usage**
E-mail is a working tool for the college employees and the use of e-mail is primarily for official purposes; therefore, passwords are given to employees that are assigned e-mail accounts. Only authorized employees are permitted to use the password of another employee to access that employee's e-mail account. Misuse of passwords and the unauthorized sharing of passwords are prohibited.
- **Forwarding E-mails**
Users may not forward e-mail to others without the expressed permission of the sender. The expressed permission is necessary since frequently e-mail contains confidential or proprietary information. All employees must consider that e-mail messages meant for a single reader may not be meant for widespread distribution.
- **Chain Letters**
Employees are prohibited from initiating or forwarding chain letters via e-mail.
- **Spamming**
Employees are prohibited from sending spam (unsolicited e-mail)
- **Spoofing**
Employees are prohibited from hiding their identity (spoofing) when sending e-mail. Any anonymous or pseudonymous e-mail messages are prohibited.

Misuse of Palau Community College computer resources will be subjected to these disciplinary procedures:

- First Offense – warning from the Technology Resources Committee
- Second Offense – computer will be disconnected from the Internet for one week
- Third Offense – employee will be subject to disciplinary action pursuant to PCC Personnel Rules and Regulations manual

Agreement Signatures

_____ hereby agrees to the terms of this contract.
Please sign your name

Date