



Northern Marianas College

Information Technology Division

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Information Technology Resource Custody Agreement

The Northern Marianas College recognizes that technology resources can enhance employee performance by improving access and exchange of information, offering useful tools to support student learning programs and services and improve institutional effectiveness.

Use of Equipment

The employee agrees to use NMC's technology resources in accordance with the institution's Physical Resources (8000) and Use of Information Technology (8007) Board of Regents policy (located on the NMC website www.marianas.edu under BOR Policies). These resources are reserved for work-related purposes of the Northern Marianas College and should not be used in any activity prohibited by law or to promote unethical practices or conduct. The employee understands that any installation, repair or upgrade must be performed or approved by the NMC Information Technology Division. Tampering or altering the physical appearance or internal components of devices may void warranties. The employee agrees to properly care for and maintain equipment in their custody. Such care includes, but not limited to: storing the equipment in a safe place away from moisture, heat, excessive dust, etc. The employee agrees that he or she will be personally responsible for loss or damage to the equipment occurring as a result of negligence and abuse beyond its normal wear and tear.

Privacy

The employee understands that some student and personnel data is private and protected by law (e.g. FERPA and HEPA). Sensitive data should not be stored in devices or any storage medium that can be potentially lost or stolen. Equipment should always be physically secure and stored in a safe place. Any storage device that is no longer needed must be electronically erased or physically destroyed in accordance with the College's Procedure No. 9008.1 Records Management. The employee will password protect or log off when they are away from their computer. Effort will be made to ensure the privacy of individual accounts, however personnel authorized by the institution may access user accounts under circumstances in which the College may need to resolve technical problems, prevent misuse of the system, or investigate illegal activity. The institution reserves the right to monitor the system(s) use without prior notice.

Basic Operation and Training

The employee confirms they have basic knowledge of the proper functioning of the device(s) and is responsible for initiating a request for training as needed.

Employee has read and understands the responsibilities of taking custody of college property and will abide by the terms of this agreement.

Print name: _____

Signature: _____ Date: _____ - _____ - _____