**Tech Policy**

**VII. Violations of Responsibility**

When COM-FSM learns of possible inappropriate use or violation of responsibility, the designated committee will notify the Information Technology Director, and a formal investigation will take place. Action will be taken appropriate to the type of violation. In an emergency, in order to prevent further possible inappropriate activity, (Information Technology Director) may temporarily disallow access to technological services at COM-FSM. Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to all persons involved.

Violations of College policies governing the use of College computing resources may result in restriction of access to College computing resources in addition to any disciplinary action that may be applicable under other College policies, guidelines or procedures, up to and including dismissal.

**A. Procedure for Search of Files**

System administrators must obtain written permission from the Chair of ICT before initiating a search. The following steps must be taken:

1. Copies are made of the relevant files.
2. The user whose files are to be examined is informed, in written form or via e-mail, of the action taken and the reasons for that action.
3. The user's files are examined and the results immediately reported to the Division Chair and the Information CommunicationsTechnology Committee Chair.
4. If no problem is discovered, the copies are destroyed and the user so informed.
5. If a problem is determined to exist, access to the account will be suspended and the user so informed. The system administrator will act in a manner consistent with existing procedures for dealing with inappropriate behavior.

**VIII. Computer Hardware Procurement**

Purchase orders for computers and computer related equipment must be submitted through a person authorized by the Information Communications Technology Committee to make technical approvals of purchases. The person designated to approve purchase orders by the Information Communicaitons Technology Committee is the IT Director.

The IT Director will determine best recommended computer specifications based on currently available technology, suitability to specified purpose, and compatibility with existing systems. Therefore:

1. IT Director reserves the right to request information on the purpose of the purchase and information regarding specified equipment
2. Justification must be submitted with the purchase order stating the need and the purpose of the item
3. IT Director can decline to approve a purchase with adequate justification. The buyer can appeal such a decision to the Information Communicaitons Technology Committee.

All computer orders should have the department name or the title "Information Technology Director" on the outside of the shipping box. Boxes should not be left in an open area when brought onto campus from the post office. Boxes should be placed directly into a secured area.

Computer central processing units must be purchased from manufacturers that have been rated as above average for reliability in the preceding twelve months by a nationally published computer journal.

**A. Warranties**

Computer systems are to have three year limited warranties transferred to the College of Micronesia-FSM. Manufacturer warrants that the hardware products it manufactures will free from defects in materials and workmanship. The warranty term shall be three years from the beginning of the date on the invoice. Manufacturer will repair or replace products covered under this limited warranty that are returned to the manufacturer's facility. After complying with the manufacturer's procedure in requesting warranty service, COM-FSM will ship the products back to the manufacturer in their original or equivalent packaging, prepay shipping charges, and insure the shipment or accept the risk of loss or damage during shipment. Manufacturer will ship the repaired or replacement products to COM-FSM freight collect. The manufacturer agrees to provide technical assistance for the duration of the warranty

Manufacturer owns all parts removed from repaired parts removed from repaired products. Manufacturer may use new and reconditioned parts made by various manufacturers in performing warranty repairs and building replacement products. If manufacturer repairs or replaces a product, its warranty term is not extended.

**B. Guarantees**

The manufacturer guarantees that its systems are designed and extensively tested to be compatible with all standard operating systems, applications, software, peripheral, and network operating systems developed for Industry Standard Architecture (ISA), Peripheral Component Interconnect (PCI), and Extended Industry Standard Architecture (EISA) systems for a period of three years after the invoice date. The manufacturer guarantees that the manufacturer's engineers and technicians will work with COM-FSM to identify the cause of the problem and recommend a solution. If the problem (excluding software problems related to device drivers) can be solved by updating the system, the manufacturer will guarantee to provide COM-FSM with the change at no charge.

**IX. Inventory Policy**

All computers and computer related equipment that has been purchased over $500.00 will be tagged with College inventory tags and properly inventoried.

The inventory will include the date of purchase, the manufacturer, serial number, location, working status, assigned user(s), operating system model and version, productivity suite model and version.

All activity heads should submit copies of the inventory list to the business office and the designated Information Technology Director.

Inventory lists will be updated upon receipt of new equipment. Inventories for all campuses should be conducted on an annual basis or regular basis and the list provided to each campus IT personnel and the IT Director’s office.

Theft of computer supplies will be reported to the IT Director and Vice President of Administration. Vice President for Support and Student Services.

**XIV. Software Specific Regulations**

All games are to be removed from all computers, with the exception of chess, by order of the President 07 June 1996. Games are generally defined as use of the computers in such a manner as to not lead toward an end result of significant educational, intellectual, or academic value.

Programs which encourage critical thinking skills, cooperative learning, group work, work related skills, or academic capacities are permitted and may be excluded from the games prohibition. Examples include Typing Tutor, etc. SIM series (SimCity, SIM Earth, SIM Antfarm, SIM Isle)

Students loading games or unauthorized software onto computers will be prohibited from using the computers for one month week.

All software purchased for individual computers must be registered with the Information Technology Director.

All software purchased for the computer laboratories and the Learning Resource Center must be approved by the Information Communicaitons Technology Committee PRIOR to its purchase.