

GUAM COMMUNITY COLLEGE

Office of the President

January 23, 2006

MEMORANDUM

To: All Employees

From: President

Subject: **ADMINISTRATIVE DIRECTIVE – 2006-01**
Guam Community College E-mail Accounts

Guam Community College's students, staff and faculty are accorded many technical and informational resources for the purpose of performing the work necessary in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student, staff, or faculty member. For purposes of this policy, "e-mail" is defined to include all offerings encompassing e-mail, calendaring, contacts and contact management, and mailing lists and list management. All information published within these systems is GCC property and is intended to be used or redistributed for GCC business purposes.

The use of a GCC e-mail account is a privilege. Students, faculty and staff are entitled to a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College. Guam Community College owns all e-mail accounts and content and has the right to access accounts, as it deems necessary.

- E-mail and other services are provided as a professional resource to assist our students, faculty and staff in fulfilling the educational, research and service goals of the Guam Community College.
- Each user is responsible for using the e-mail system in a professional, ethical, and lawful manner.
- Incidental personal use is permitted as long as it does not have any negative effects on any other e-mail account, jeopardize the e-mail system, interfere with fulfillment of duties and responsibilities, or violate the law or any other policy or guideline of Guam Community College.
- Each user should endeavor to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication.

The primary requirement for a GCC e-mail account is a formal relationship to GCC that is signified by the Guam Community College ID. This pertains to all students, staff and faculty. When students, staff, and faculty are in a joint role, or have more than one job position at GCC (such as faculty and staff), they will have only one GCC e-mail account.

Students (To take effect when the College develops the capability for student e-mail accounts.)

All registered students in GCC programs qualify for GCC e-mail. E-mail addresses will be set up for incoming classes as soon as they enroll. E-mail accounts will be made available to students during orientation. GPSS secondary students do not qualify for GCC e-mail accounts.

Faculty, Staff, Administrators

All full time employees of the College, whether faculty, staff, or administrators, will be assigned a GCC e-mail account. Part-time employees, including adjunct faculty, will be assigned e-mail accounts only under special circumstances if requested by their vice president.

For full time employees, the e-mail account will be created by MIS as soon as possible upon request from the HRO, usually within three working days.

Departmental Accounts

Departments often need generalized accounts for receiving communications not tied to specific people. Specified individuals within each department are authorized to request these accounts by sending a request to the dean. The dean will approve and forward the request to MIS.

Separation from Guam Community College and Impact on E-mail Accounts

There are a variety of ways in which faculty, staff, administrators, and students separate from Guam Community College. Each separation type determines whether the individual remains Active or not at GCC, and affects e-mail accounts in specific ways. People with multiple roles (such as both a student and a staff member) who terminate from one role while still maintaining the other, will remain active and retain their e-mail address.

However, if circumstances warrant the immediate withdrawal of a person's E-mail account, it may be revoked immediately at the discretion of the appropriate GCC authorities.

Termination – Faculty, Staff, and Administrators:

When faculty, staff, or administrators terminate from GCC, their GCC e-mail account will be terminated. In special circumstances, with approval of the appropriate vice president, an e-mail account may remain active or forwarded for a time to be specified by the specific vice president or the president.

Termination – Students

Students remain eligible to have e-mail accounts until they graduate (see section on alumni) or cease to be registered without an approved leave. Students must be registered to have an active e-mail account. Students who are not registered will

have their accounts de-activated. After one year, de-activated accounts will be terminated.

Termination for Misconduct

When any individual is terminated for misconduct, which may include, but is not limited to misuse of a GCC e-mail account, GCC will immediately revoke all electronic access including e-mail and other services.

Retirement from GCC

When an employee retires in good standing from GCC, he or she will be allowed to retain their @guamcc.edu e-mail address for personal use only, for as long as they wish, subject to GCC's rights to amend this policy. It cannot be used for any business purposes such as outside consulting or professional business use. Violation of this policy will result in immediate termination of the e-mail account. If a retiree's e-mail account has not been used for 365 days, the account will be terminated.

Graduation from GCC (Student Alumnus) (This will take effect when the College develops the capability to provide alumni e-mail accounts.)

Students who graduate from Guam Community College are no longer eligible for a GCC e-mail account but currently can maintain a College e-mail account for life via Alumni Services. Prior to matriculation, students are encouraged to obtain an e-mail forwarding account

Leave of Absence

When a student, faculty, staff member, or administrator is officially on a leave of absence, their e-mail account will remain active for their use during their leave.

- For employees they must have a 'Leave of Absence' action with an end date. If the employee terminates from GCC at the end of the leave, their e-mail account will terminate. (see Termination: Faculty, Staff, and Administrators)
- For students on leave of absence they must have a "Leave of Absence" or "Registered: Other Degree Program" recorded in the registrar system.

Dissemination of E-mail Policy Information

The e-mail policies will be readily available on the GCC web sites. In addition, these policies are included in the new employee orientation package provided by HR and part of the student orientation package. GCC reserves the right to make changes to this policy in the future, including without advance notice.

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