

## Appendix I

Acceptable Use of Government-Issued Computers, Digital Equipment and Internet  
Access; Network Computer Monitoring Agency



**Government of Guam**  
**Policy for Acceptable Use of Government-Issued**  
**Computers, Digital Equipment, and Internet Access**

**DEFINITIONS:** For purposes of this policy, work-provided "computers and digital equipment" mean all computers, both desktop and laptop, cameras, scanners, printers, and other digital equipment the Government of Guam (GOVGUAM) may in the future acquire. For purposes of this policy, "Internet access" includes the Internet, world wide web, intranet, printers, and any other network or end point on any network established or utilized by the Government of Guam.

The purpose of GOVGUAM-provided computers and digital equipment, and Internet access for employees is to facilitate communications in support of the government's mission. Use of such work-provided equipment and access entails responsibility. To remain eligible for such use and access, an employee's use of the agency's computers and digital equipment, and Internet access must be consistent with the performance of the employee's duties within the GOVGUAM.

Limited, incidental, personal use of GOVGUAM-provided computers and digital equipment and Internet access is permissible only as follows:

- The use does not interfere with the performance of the employee's public duties.
- The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.
- The use must not be for the purpose of conducting business related to an outside commercial activity.
- The use must not be for the purpose of supporting or conducting activities of any political party or candidate
- The use must not be for any purpose determined to be illegal.

While there is a general expectation that files and documents generated or stored on GOVGUAM work-provided computers and e-mail transmitted to and from work-provided computers will be accessed only by authorized users, privacy of such files, documents, and e-mail is not guaranteed, nor should employees expect privacy of such documents and transmissions. Privately purchased software may not be loaded on work-provided PCs or laptops without permission from the Systems Administrator responsible for the employee's agency and the Bureau of Information Technology (BIT). Unauthorized or unlicensed software or private/personal e-mail accounts may be disabled without notice. The agency's Systems Administrator has the authority to conduct periodic audits of agency computer equipment to ensure compliance with the government's computer use policies. If an agency does not have an in-house Systems Administrator, BIT personnel may conduct computer audits in coordination with the agency director's office.

The following uses of work-provided computers and digital equipment and Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit, or threatening language.
- To violate any local or federal law.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or use in an impermissible way the intellectual property of another individual or

organization.

- To promote, advertise or otherwise engage in a personal or private venture.

Violation of these policies and rules may result in loss of access to work-provided computers and digital equipment or Internet access in addition to other disciplinary action determined to be appropriate by the employee's Director. In particularly serious situations, or where an employee continues to violate this policy, termination may occur. Where guidance or interpretation is needed concerning the appropriateness of a particular use, an employee should discuss the situation with the employee's Director, who may seek further guidance and direction as necessary. **This policy is effective December 31, 2008.**

**I certify by my signature that I received, read, and understand the GovGuam Policy for Acceptable Use of Work-Provided Computers, Digital Equipment, and Internet Access, effective \_\_\_\_\_, 20\_\_, and agree to abide by it during my employment with GovGuam.**

**Date \_\_\_\_\_**

**Employee (Printed Name & Signature)**



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

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Christine Baleto  
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Anisia B. Terlaje  
Deputy Director

01         
02       

**JUN 10 2016**

**DOA CIRCULAR 16-030**

TO: All Line Department/Agency Heads  
FROM: Director, Department of Administration  
SUBJECT: Office of Technology -- Computer Network Monitoring Advisory

Department of Youth Affairs  
JUN 10 2016 4:28pm  
Director's Office  
Rada  
6/16/16  
4:4

*Hafa Adai!*

In an effort to improve our system security measures, the Office of Technology will be posting a computer network monitoring advisory message which will automatically display each time a user logs in to a GovGuam computer.

We plan to begin implementing the computer network monitoring advisory message during the week of June 13, 2016.

The advisory message will be displayed as follows...

**OFFICE OF TECHNOLOGY SECURITY ADVISORY**

WARNING! By logging in to, accessing and using this government of Guam computer system, you are consenting to system monitoring for law enforcement and other official system security purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and civil penalties.

Please distribute this notice throughout your respective agencies so that all employees are informed.

Should you have any questions please contact Mr. Frank Lujan, Chief Technology Officer at 635-4500, or by email at [frank.lujan@otech.guam.gov](mailto:frank.lujan@otech.guam.gov) .

*Si Yu'os Ma'ase.*

CHRISTINE W. BALETO

