



# OLYMPIC COLLEGE

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## HUMAN RESOURCE SERVICES

### Student Employee Ethics and Security Agreement

As a student employee, you are in a special position of trust and responsibility. Please read and initial each individual line and the sign and date below to indicate that you understand and are willing to comply with the following:

- \_\_\_\_\_ I will be responsible for all transactions made under my accounts and signature. I will not let anyone use my password. I will protect my password.
- \_\_\_\_\_ I will not leave my terminal logged on when I leave my workstation to perform a task outside of my area / department, and I will not log off staff without permission.
- \_\_\_\_\_ I understand and will comply with the Olympic College Guide to Student Computing Resources rules, policies, and procedures.
- \_\_\_\_\_ I will not store any non-work related files in my student or employee home directory.
- \_\_\_\_\_ I will not access information that is not directly related to my job duties.
- \_\_\_\_\_ I will ensure that the computer network is not used to communicate or distribute obscene, abusive, or offensive material.
- \_\_\_\_\_ I will cover, or file, confidential records and confidential paperwork so they are not left out where others can view them.
- \_\_\_\_\_ I understand that discussing a student's record and/or personnel files is a breach of confidentiality.
- \_\_\_\_\_ I understand that willful misuse of confidential information can result in disciplinary actions and/or termination of my employment.
- \_\_\_\_\_ I will not use Olympic College equipment, systems, software, rooms, offices, facilities, or supplies for any personal or unauthorized purposes. I also understand projects related to my course of study will be printed in facilities funded for student use. (Computer lab, library, etc.)
- \_\_\_\_\_ I will not play games, surf the internet for personal use, or do other unauthorized activity on equipment while on or off duty.
- \_\_\_\_\_ I will not allow hacking or tampering of accounts or copying of software. I understand that violators will be subject to arrest, fine, and prosecution as state and federal laws allow.
- \_\_\_\_\_ I will keep all information that I am told or overhear confidential.
- \_\_\_\_\_ I understand that I am no longer eligible for employment if I am not enrolled in OC classes at anytime, and I will notify my immediate supervisor if I do not enroll or drop all of my classes.

**I understand that failure to comply with this Agreement may result in termination and/or legal action.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_