

CHANCELLOR'S DIRECTIVE

07-01

February 1, 2007

The Chancellor's Directives are presented as a series of clarifications and reminders to ACCD employees, vendors, students and others affiliated with our colleges regarding board policies and administrative procedures and their implementation. Please retain the directives as a quick guide to ACCD policies and procedures. As always, please let me know if you have further questions or recommendations for improvement.

TOPIC: APPROPRIATE USE OF ACCD RESOURCES

PURPOSE:

To provide guidance on the use of ACCD resources, including funds, facilities, equipment and other personal property, computer systems, internet access, electronic and other communication systems, and ACCD personnel time and services.

ACCD CORE VALUE: Integrity

SCOPE:

All ACCD full-time, part-time, temporary and work study employees, vendors, consultants, and volunteers.

DIRECTIVE

Every employee, vendor, consultant, student and volunteer is responsible to students, taxpayers, members of the community, granting agencies, donors, and the State of Texas to ensure that all ACCD resources are used for their intended purpose. These resources include not only obvious items such as cash, equipment and facilities, but also computer and email systems, internet access, departmental services such as mailroom and central receiving, the time and services of ACCD employees, and all other ACCD resources.

Employees may make minimal incidental use of ACCD equipment [CI(LOCAL)], under limited conditions: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with ACCD operations; may not cause an additional cost to the ACCD; isn't harmful to the ACCD; isn't for private commercial purposes; doesn't result in unauthorized software or digital media being installed in or downloaded to ACCD equipment; and doesn't result in the violation of copyright laws or ACCD software licenses.

An example of "incidental" is a telephone call from an employee's doctor's office, as long as the call doesn't interfere with the performance of the employee's duties and meets all of the other requirements listed above. However, long distance and toll calls to and from any non-business person or entity is an inappropriate use of ACCD resources. Frequent or lengthy personal calls are not "incidental" and therefore are not permitted.

Other examples of the inappropriate use of ACCD resources:

- Using ACCD computers, email systems, internet access, or equipment for activities that are not official ACCD business, or allowing unauthorized parties to use these resources, either by giving them “permission” or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal
- Using ACCD facilities for activities that are not official ACCD business, or allowing unauthorized parties to use them, unless ACCD receives fair market value through a lease or other approved arrangement
- Working on non-ACCD employment or non-ACCD business operations during ACCD duty hours
- Using ACCD computer systems to access employee, student or other information not necessary for the user’s official ACCD business
- Using ACCD credit cards for personal purchases, or for anything other than the purpose for which the card was issued
- Using the services of ACCD personnel for non-ACCD purposes.
- Using ACCD computer systems to access pornography. Please note that accessing child pornography can lead to criminal prosecution for violating the Texas Penal Code.

CONSEQUENCES:

Misusing ACCD resources may result in disciplinary action up to and including termination, and may subject a person to civil and criminal penalties. However, the main reason to be good stewards of the resources entrusted to us is to build and preserve our capacity to serve our constituents and provide the highest quality educational and community services to all residents of our service area.

**APPLICABLE POLICIES, PROCEDURES, LAW, REGULATIONS
AND CODES:**

TEXAS LAW:

Texas Constitution, Article 3, Section 52

Texas Penal Code Section 39.02 - Abuse of Official Capacity

ACCD CODE OF CONDUCT:

STEWARDSHIP: Exercising custodial responsibility for ACCD property and resources

ACCD POLICIES:

DBD(LEGAL) and DBD(LOCAL) - Employment Requirements and Restrictions: Conflict of Interest

DBF(LOCAL) - Employment Requirements and Restrictions: Nonschool Employment

BBFB(LEGAL) - Ethics: Prohibited Practices

CI(LOCAL) - Equipment and Supplies Management

CDE(LOCAL) - Accounting: Financial Ethics

ACCD PROCEDURES:

ACCD ETHICS HANDBOOK:

"Ensuring Proper Stewardship", p. 15

"Management of Financial Resources", p. 16

"Protecting ACCD Assets", p. 17

"Using Computer and Network Resources", p. 20

ACCD EMPLOYEE HANDBOOK, Section 501, "Use of Telephones"

Approved:



Dr. Bruce H. Leslie, Chancellor