

C.2.7.1 (Procedure) Use of College District Equipment, Supplies and Personnel

Responsible Department: Vice Chancellor for Finance and Administration, Vice
Chancellor for Planning, Performance and Information
Systems

Based on Board Policy: [C.2.7 - Equipment/Property Management](#)

Approved: 8-18-09

Last Amended:

Employees shall use College District resources only for their intended purpose for official College District business.

Examples of prohibited use of College District resources include, but are not limited to:

1. Using College District computers, email systems, internet access, equipment or other resources for activities that are not official College District business, including outside business, personal or volunteer activities, or allowing unauthorized parties to use these resources, either by giving them “permission” or failing to use password protections to prevent unauthorized use.
2. Using College District facilities for activities that are not official College District business, or allowing unauthorized parties to use them, unless the College District receives fair market value through a lease or other approved arrangement.
3. Working on non-College District employment, personal, volunteer or other non-College District activities during College District duty hours.
4. Using College District computer systems to access employee, student or other information not necessary for the user’s official College District business.
5. Using the services of College District personnel for non-College District purposes.
6. Using College District computer systems to access pornography.

Employees may make minimal incidental personal use of College District equipment under limited conditions, so long as such use:

1. Does not interfere with, or have an adverse effect on the performance of the employee’s duties;
2. Does not impede or interfere with the operation of the College District;
3. Imposes no additional cost to the College District;
4. Is not harmful to the College District;
5. Is not for private commercial purposes;
6. Does not result in unauthorized software or digital media being installed in, or downloaded to College District equipment; and
7. Does not result in the violation of copyright laws or software licenses.

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Off-site Use of College District Equipment

It is in the best interest of the College District to facilitate the means for effective and efficient job performance between the College District and its employees. To support and maintain this effort for the purpose of conducting such business, College District employees designated by the Chancellor are authorized to receive and use College District communication equipment, as well as supplies necessary or incidental for its operation and use. Such equipment may include, but is not limited to, telephone equipment, answering machines, fax machines, computer hardware and software, scanners, and equipment ancillary to the foregoing. Facsimile transmissions shall include a legend stating that the transmission and transmission equipment are to be used only in the conduct of College District business. For detailed rules governing the assignment and use of College District communication equipment see [C.2.7.2](#).

The College District will provide technology support for such equipment. Only equipment that conforms to College District Information Technology standards will be considered for technology support.

Upon termination of employment, College District employees shall return such equipment to the College District. College District employees shall provide access to such equipment, at a minimum, once per year for purposes of conducting inventory.

Materials and communications produced, received or distributed with the use of College District equipment are subject to all applicable terms and conditions set forth by the Texas Public Information Act.

Communication Allowance

The College District recognizes that certain critical personnel require communication devices, such as cellular phones, to conduct College District business when away from their assigned work location. Designated employees who use their personal cell phones to conduct College District business will receive a communication allowance. For detailed rules governing communication allowances see [C.2.7.2](#).

Services of College District Personnel

Personal use of the services of College District personnel is prohibited for all College District employees.