

CCSN Policy	Section: GEN	Number: 3
Title: USE OF COLLEGE EQUIPMENT AND PROPERTY POLICY		Policy Effective Date: <u>April 6, 2006</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>April 6, 2006</u></p> <p>CCSN President Date</p>		
<p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p>		
<p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Darren Divine</u> <u>April 6, 2006</u></p> <p>Faculty Senate Chair Date</p>		
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CCSN Policy	Section:	Number:
Title: College Equipment and property; Use of		Policy Effective Date:
Approved:		
_____		_____
CCSN President	Date	
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
Recommended	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)
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Faculty Senate Chair	Date	
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1. POLICY PURPOSE AND BACKGROUND

To clarify the prohibition of personal use of CCSN equipment and property and prevent the appearance of impropriety.

As provided in NRS 281.481(7) and Board of Regents Policies, CCSN employees shall not use time, property, equipment, or other state facility to benefit their personal or financial interest. Those laws allow *limited* use for personal purposes if:

- the use does not interfere with the performance of an employee's duties,
- the cost and value related to the use is nominal, and
- Personal use shall not interfere with official institutional use.
- Personal use of CCSN time, property, equipment, or other facility *must be approved in advance by the employee's supervisor.*
- If the institution or unit incurs a cost because of a use that is authorized pursuant to this policy or would ordinarily charge a member of the public for the use, the employee shall promptly reimburse the cost or pay the charge.
- An employee who intentionally or negligently damages CCSN property, equipment, or other facility shall be held responsible for the resultant expense.

CCSN provides a wide variety of resources, including computers, networks, software, printers, office telephones, cellular phones, personal digital assistants (PDAs), pagers and office facilities, for use by faculty and staff. Property, facilities, assets, and other resources may only be acquired to support the mission of the CCSN, and are not intended to support more than minor incidental personal use. The CCSN recognizes that faculty and staff may occasionally need to use CCSN resources for personal purposes.

2. POLICY STATEMENT

Approval of Uses

Personal use of CCSN property is generally prohibited. At no time may CCSN property be removed from the campuses without *written approval* of a supervisor designated by a vice-president, after full disclosure of the circumstances necessitating the removal, subject to responsibility for loss or damage. Any personal use of equipment that is not incidental must be shown to be for the benefit of the student(s) or CCSN and be preapproved by a supervisor designated by a vice-president. The primary principles governing personal use of CCSN resources are that reasonable and incidental personal use is authorized only so long as:

Personal use of CCSN property is *limited*, on campus, and *does not* involve :

- a disruption of CCSN's operations;
- a compromise of NSHE and CCSN's tax status;
- a conflict of interest for the user;
- an appearance of impropriety;
- CCSN incurs no additional cost from that use other than the minimal cost incurred from ordinary wear and tear, and the use of minimal amounts of other resources (e.g., ink, toner, or paper);
- the use does not inappropriately interfere with or reduce the hours worked by the employee (e.g. excessive telephone usage for personal business);
- the use does not preclude others with work-related needs from using the resources;
- the use does not violate any applicable laws, regulations, or other NSHE or CCSN policies.

When CCSN incurs no additional costs or only nominal additional costs from personal use of a CCSN resource (e.g., local telephone calls; e-mail; Internet usage; cell phones and PDAs subject to fixed price charges; and fax machines, copiers, and printers), reasonable and incidental personal use of the resource is permissible, but supervisors and employees are responsible for keeping that personal use to a minimum.

When personal use of a CCSN resource would result in CCSN incurring noticeable incremental costs, full disclosure of the use must be made to a supervisor designated by a vice president and the supervisor must approve in writing before the use of CCSN property or equipment.

Permissible Uses of CCSN Property

Permissible college purposes include the following:

- an employee's performance of assigned duties at CCSN
- a faculty member's teaching, research or other assigned duties
- an employee's service to a nonprofit professional association or community organization where the individual is not receiving any remuneration
- other activities as approved in writing by the individual's department chair, dean, director, or designee, as appropriate

Impermissible Uses of CCSN Property

Examples of impermissible uses of CCSN resources include, but are not limited to:

- Any personal use that could reasonably be expected to cause congestion on, or disruption of, electronic communications resources;
- Use for private income-producing activities or for other commercial purposes (e.g., consulting services, or sales of goods or services);
- Frequent use of CCSN systems and services for personal purchases;
- Uses that are unlawful, such as improperly copying licensed or copyrighted software materials, or using any resources acquired for a research project for personal purposes;
- Copying or exporting CCSN data not related to an employee's assigned duties or responsibilities to computers that are not owned and operated by CCSN without the permission of a supervisor designated by a vice-president;
- Loaning or borrowing CCSN supplies, tools and equipment to perform personal tasks at home or at work;
- Uses that divert technology resources from their intended purposes;
- Ordering personal supplies from NSHE or CCSN vendors for delivery at CCSN work site;
- Removing surplus waste or discarded CCSN supplies from CCSN property, i.e., dumpsters, trash receptacles, etc.;
- Uses that do not respect the privacy and personal rights of others;
- Uses that violate other CCSN policies or guidelines;
- Any action in which CCSN property, equipment, supplies or facilities are not used for the purpose intended, or the benefit of students, is considered inappropriate, with the exceptions of approved usage in section 2, and disciplinary action may be initiated when any infraction is disclosed.

Exceptions to these uses may only be made by a vice-president, in writing, after full disclosure of all of the facts and circumstances and a determination that the use is in the best interests of the student(s) or CCSN.

Employees and supervisors are responsible for keeping incidental personal use of CCSN resources to a minimum. Supervisors are expected to monitor periodically for abuses, and violations may result in disciplinary action.

Officers, faculty, staff, and other employees acting on the institution's behalf have an obligation to report actual or potential violations of this policy.

3. AUTHORITY AND CROSS REFERENCES

The basis for this policy is provided in the following:

- Nevada Constitution Article 11 sections 4, 6, 7, 8, and 9.
- Nevada Revised Statutes sections 396.110; 396.230; 396.240; 281.481
- Board of Regents Handbook Title 4 Chapter 1 section 25
- CCSN Policy GEN 1

4. KNOWLEDGE OF THIS POLICY

All CCSN personnel

Employees shall endeavor to avoid any actions creating the *appearance* that they are violating the law, regulations, policy or ethical standards. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

For instance, an individual who observes a government vehicle at a private storage facility may assume the driver is using a government vehicle for personal use. However, a person with knowledge of the facts or circumstances may know that the driver is picking up government property stored at the warehouse.

5. RESPONSIBILITIES

The President:

- Final approval authority
- Implementation

Vice Presidents (List applicable VPs):

- Approval or disapproval of equipment use
- Delegation of authority for Approval or disapproval of equipment use

CCSN Faculty Senate:

- Recommendation of policy implementation

CCSN Administrative Code Officer:

- Coordination, creation, review, recommendation, dissemination, and maintenance
- Technical changes (nomenclature and verbiage)

Standing Committees:

- N/A

Coordinator:

- N/A

Subject Matter Expert:

- N/A

6. EXCEPTIONS

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s) when advised by competent legal authority that this policy or related procedure(s) is wholly or in part in conflict with laws or procedures of a superior governing body. The President shall notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to this policy.

7. CONTACT INFORMATION

Direct questions about this policy to the following offices:

Subject	Contact
CCSN Policy Questions	CCSN Code Office , Vice-President, or Faculty Senate Chair
Approval/Disapproval of Use	Vice-President or designee

8. HISTORY

This policy supersedes all previous policies on this issue.

00/00/00 - Approved

Policy Last Updated: 00/00/00
