I. **Institutional Regulations**

As a public institution that purchases or leases its property with public funds, it is incumbent upon the College to ensure that its property is used appropriately and responsibly.

A. Personal use of College property by an employee is acceptable, provided that the use:

1. Is infrequent and brief; and
2. Does not interfere with the work performance of the employee or of other employees; and
3. Does not interfere with or disrupt any College operation or service; and
4. Does not affect the useful life of the property; and
5. Results in no cost to the College that may not be reimbursed as described below in II-C.

B. In no instance may an employee use College property for illegal or inappropriate purposes such as:

1. Accessing or transmitting pornographic material except for legitimate academic purposes by faculty; (Note: This prohibition does not apply to employees using the DMACC Library outside of their work hours as students or general members of the public)
2. Sending defamatory, threatening, harassing, or obscene communications using any method including, but not limited to, telephone, email, and/or social media.
3. Violating copyright or licensing laws;
4. Playing computer games;
5. Giving unauthorized access to an employee’s password or data files;
6. Using the incoming or outgoing WATS lines for personal calls.

C. Frequent social networking and blogging is prohibited during work time.

D. In no instance may an employee use College property for personal profit or entrepreneurial purposes.

E. In no instance may an employee take College property home for personal use except for software that has a licensing agreement authorizing personal use of the software by employees.

F. In no instance may an employee allow family members or friends to use College property.

II. **Procedure**

A. College property includes, but is not limited to, the following:

1. Office and instructional equipment, supplies and materials;
2. Computer hardware and software;
3. Electronic information systems and networks;
4. Telephone services;
5. Copying, faxing, and printing equipment and services;
6. Vehicles, vehicle accessories, and grounds equipment;
7. Tools and machines.
8. Buildings, classrooms, offices, parking lots, and land.
B. An employee using a College electronic communication system shall have no guarantee of privacy. All access and/or communication shall be considered the property of the College and shall be subject to review and/or monitoring.

C. Reimbursement of Selected Costs

1. Costs incurred through personal use of selected College property shall be reimbursed to the College at the following rates:
   a. Copying
      Black and white - $ .20 per page
      Color - $.50 per page
   b. Computer Printing
      Black and white - $ .20 per page
      Color - $.50 per page
   c. Faxing
      $1.00 for each page sent or received locally,
      $1.50 for each page sent long distance
   d. Stamps
      Current postage rate

2. Telephone Usage
   a. Personal long distance telephone calls on office phones shall be reimbursed at the rate charged by the carrier. The employee shall obtain the time and charges for the call and shall provide the required reimbursement to his/her department administrator or designee. The reimbursement may be in cash or by check. The department administrator or designee shall turn in the money to the Business Office Cashier on the 15th of each month, or the 1st working day thereafter if the 15th falls on a Saturday, Sunday or holiday.
   b. Excessive personal local and long distance telephone calls on a College cell phone shall be reimbursed at the rate charged by the carrier and shall be made by the employee to the Purchasing department.

3. Authorization for the reimbursement of costs associated with the personal use of other College property may be established as needed.