

Section: GENERAL INFORMATION  
Subject: Personal Use of College Property by Employees  
Number: HR 3335

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.

