


Policy Name:	USE OF COLLEGE RESOURCES	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	February 2, 2005	
Next Scheduled Renewal Date:		
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facilities	
Policy Number:	FAC-005	

USE OF COLLEGE RESOURCES POLICY

1.00 PURPOSE

1.1 This policy sets out the terms of use for Coast Mountain College (CMTN) resources.

2.00 DEFINITIONS

2.1 **College Resources:** College-owned resources that are made available to employees to assist them in performing their work or in conducting the business of CMTN, including but not limited to:

- a) **Facilities:** e.g., cafeteria, classrooms, labs, trades shops
- b) **Machinery and Equipment:** e.g., tools, machinery, stoves, fridges, vehicles
- c) **Office Equipment:** e.g., fax machines, photocopiers, computers and related equipment, e-mail
- d) **Information and Communication Systems:** e.g., Internet access, telephones, print services, mail services, courier services, office supplies, and facilities.
- e) **Incidental Personal Use:** i.e., the occasional use of specified college resources for personal or non-college purposes, where such use:
 - i. is infrequent and of short duration
 - ii. occurs outside of working hours (i.e., before and after work, or during the employee's designated meal or rest breaks) wherever possible
 - iii. does not cause the College to incur any cost
 - iv. does not expose the College to risk
 - v. is not part of an activity which the employee does for personal profit.

3.00 AUTHORITY

3.1 College resources are made available to employees to assist them in performing their work and in conducting the business of CMTN.

- 3.2 College resources must not be used by employees for personal or “non-College” purposes, except as expressly authorized by this policy.

4.00 PROCEDURES/RULES STATEMENT

- 4.1 Employees may make incidental (brief in nature) personal use of the following college resources:
 - a) telephones (local calls only)
 - b) fax machines (local calls only)
 - c) e- mail
 - d) Internet access
 - e) computers and related equipment.
- 4.2 Employees must not use the following college resources for personal purposes:
 - a) vehicles
 - b) labs
 - c) trade shops/tools
 - d) photocopiers
 - e) print services
 - f) postage services
 - g) courier services
 - h) office supplies.
- 4.3 Personal telephone calls that are long distance, or that attract other toll charges (e.g., 411), must not be charged to the College.
 - a) Should a brief personal long distance or toll call be made from College telephones, these must be charged to the employee’s home telephone number or calling card or be placed collect. The College monitors telephone usage and may require employees to justify long distance or toll charges.
- 4.4 Personal long-distance faxes are not to be sent from College fax machines.
- 4.5 Employees who violate this policy will be subject to disciplinary action.

5.00 RESPONSIBILITY FOR ACTIONS

- 5.1 Employees are responsible for ensuring that their use of College resources complies with this policy at all times.
- 5.2 Campus Managers and Administrators are responsible for ensuring that all employees are aware of this policy.
- 5.3 The relevant Administrator is responsible for taking appropriate action when this policy is contravened.

6.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

6.1 None

7.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Feb 2, 2005		President's Council