


Policy Name:	USE OF COLLEGE RESOURCES	
Approved By:	President's Council	
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Amendment Date:	N/A	
Policy Holder:	Director, Ancillary & Facility Services	
Policy Number:	FA-005	
Category:	Facilities	

USE OF COLLEGE RESOURCES

1.00 STATEMENT

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

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

2.00 DEFINITIONS

“College Resources” means college-owned resources that are made available to employees to assist them in performing their work or in conducting the business of Coast Mountain College, including but not limited to:

- 2.01 **Facilities:** for example, cafeteria, classrooms, labs, trades shops
- 2.02 **Machinery & Equipment:** for example, tools, machinery, stoves, fridges, vehicles
- 2.03 **Office Equipment:** for example, fax machines, photocopiers, computers and related equipment, e-mail
- 2.04 **Information & Communication Systems:** for example, Internet access, telephones, print services, mail services, courier services, office supplies, and facilities.
- 2.05 **Incidental Personal Use** - the occasional use of specified college resources for personal or non-college purposes, where such use:
 - 2.05.1 is infrequent and of short duration;
 - 2.05.2 occurs outside of working hours (i.e., before and after work, or during the employee’s designated meal or rest breaks) wherever possible;

- 2.05.3 does not cause the college to incur any cost;
- 2.05.4 does not expose the college to risk; and
- 2.05.5 is not part of an activity which the employee does for personal profit.

3.00 PROCEDURES/RULES STATEMENT

- 3.01 Employees may make incidental (brief in nature) personal use of the following college resources: telephones (local calls only) fax machines (local calls only), e-mail, Internet access and computers and related equipment. Employees must not use the following college resources for personal purposes: vehicles, labs, trade shops/tools, photocopiers, print services, postage services, courier services, and office supplies.
- 3.02 Personal telephone calls that are long distance, or that attract other toll charges (e.g. 411), must not be charged to the College. 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.
- 3.03 Personal long-distance faxes are not to be sent from College fax machines.
- 3.04 Employees who violate this policy will be subject to disciplinary action.

4.00 RESPONSIBILITY FOR ACTIONS

- 4.01 Employees are responsible for ensuring that their use of college resources complies with this policy at all times. Campus Managers and Administrators are responsible for ensuring that all employees are aware of this policy.
- 4.02 The relevant administrator is responsible for taking appropriate action when this policy is contravened.