

## UTILIZATION OF COLLEGE RESOURCES OFF-CAMPUS

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### **I. Purpose**

To establish clear and consistent guidelines for college employees as it relates to using college resources off-campus.

### **II. Scope**

This policy applies to all college employees, students, trustees, volunteers, guests, contractors, and visitors having access to resources that the College owns, rents, leases, or are otherwise under the control of the College.

### **III. General**

To accomplish tasks consistent with the College's mission, resources (e.g. college-owned computers and peripherals, pagers, cellular phones, tools, office, media, sports equipment, etc.) are available for use by faculty, staff, and students. To support the College's academic and administrative objectives, it may be necessary for these resources to be temporarily removed from the campus and other College facilities for college-related business, for which they are intended and authorized. Employees who use resources are responsible for the integrity of the resources and are required to act with the highest standard of ethics.

Faculty, staff, and students may use certain College resources, such as but not limited to College-owned computers and peripherals, pagers, cellular phones, tools, office supplies, media, and sports equipment either on or off-campus for purposes directly related to carrying out the College's mission. This policy is intended to supplement the Acceptable Use Policy, as well as the Facilities Use Policy of the College.

### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations or designee.

Adopted: 3/18/2002 (Original name: Utilization of LCC Resources Off-Campus)

Revised: 12/17/2018, 11/15/2021 (renamed: Utilization of College Resources Off-Campus)