



Use of College Equipment and Supplies Policy

Employee and Student

Effective Date: November 19, 2018

Approved Revision Date: November 19, 2018

- (1) Except where written consent is given by the College's Executive Team:
 - (a) Program materials or equipment may only be used for the purpose of educating Dixie Tech students.
 - (b) Only registered students, and college employees engaged in the education of those students, may use program equipment and materials.
 - (c) Private and/or personal use of College materials and equipment is prohibited.
 - (d) All College students and employees are prohibited from using College facilities, equipment and materials for their own financial gain.
- (2) Reasonable personal use of College telephones, computers, mail (e-mail) systems and other electronic communications devices is permitted, so long as:
 - (a) Such use is consistent with the Employee and Student Codes of Conduct and all other policies of the College, and
 - (b) Such use does not significantly burden the College's electronic infrastructure or otherwise interfere with College operations.
- (3) Students shall not remove College equipment from the campus except where:
 - (a) The equipment is being used by the student as part of his or her education program;
 - (b) The student has the consent of the program's lead instructor; and
 - (c) The student has checked out the item either in writing or electronically, and a fixed return date has been established by the lead program instructor.
- (4) Employees shall not remove College equipment from the campus except where:
 - (a) The equipment is being used for college business or marketing, maintenance or repair purposes and the removal has been approved by a College Budget Executive;
 - (b) The equipment is being used for the education of the College's current students, so long as the removal of the equipment has been approved by the College's Chief Instructional Officer;
 - (c) A College vehicle is being used for College business; or
 - (d) The equipment is a laptop computer, tablet or similar device:
 - (i) Assigned to the employee;
 - (ii) The device will be used for College purposes; and
 - (iii) The device will be removed from campus for less than seven consecutive days.