

Guideline #	AD-109-G4	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

USE OF UNIVERSITY PROPERTY GUIDELINE:

1. All FBSU employees must abide by all policies, regulations, and guidelines issued by the Administration department and any other administrative units or imposed by law in connection with the use or occupation of FBSU property.
2. This includes, but not limited to, telephones, copiers, fax machines, printers and other equipment provided in the workplace, as well as computers, cellular phones and any other equipment which may be in the employee's custody outside the workplace. FBSU property also includes equipment and space in offices, laboratories, workshops, warehouses, libraries and common areas.
3. In the event of occasional personal use which results in additional cost to the University (such as copying), the employee must reimburse the University for the incurred costs.
4. University computers and computer systems may be used and University networks may be accessed only by individuals authorized by the University.
5. Issuance of an account and access to any University system must be approved by the Office of Computer Services. Questions regarding authorization and permitted uses must be referred to the Chief Information Technology Officer.
6. Most communication services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper mean for each communication.
7. All communication services and equipment, including the messages transmitted or stored by them, are the sole property of the University and may be opened, reviewed, and/or retained by FBSU in the normal course of business. Employees therefore should avoid from using a FBSU address (physical or electronic) to receive personal communications.
8. Any employee who chooses to use FBSU communication systems and equipment for personal reasons must limit the usage so that it does not interfere with the performance of the employee's job duties.
9. Communication systems may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations, or other no job- related solicitations.
10. Employees should exercise care so that personal correspondence does not appear to be an official communication of the University. Employees should not use FBSU stationery or postage for personal letters.
11. Using the University mail or courier delivery systems to send or receive personal documents or parcels is considered misuse of University property (See the related Courier Shipping Request Form).

Related Documents

1. Courier Shipping Request Form (AD-104-F1)

