Personal use of Entity Assets Policy

Personal use of entities computers

Personal use of [Entity name] computer software and applications must comply with the [Entity name] Acceptable Computer Use Policy, which prohibits the use of [Entity type] resources for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. Offensive (i.e. pornographic), harassing, discriminatory, or illegal (i.e. gambling) activities are prohibited. Personal use of software and applications which disrupts or distracts the conduct of [Entity name] business due to volume, timing, or frequency is considered an unacceptable use of [Entity name] resources.

Costs associated with applications downloaded to [Entity name] cell phones is the financial responsibility of the user assigned to the cell phone. Downloaded applications should not be offensive, harassing, discriminatory or illegal (i.e. gambling) in content. Applications with security vulnerabilities should be uninstalled.

The personal use of social networking applications (e.g. Facebook, Twitter, Instagram, and LinkedIn) is not permitted during work time.

Office computers may be used at home by the employee since use of authorized software increases the employee’s knowledge of the software. Unauthorized software may not be installed or used on the computer. Personal use must comply with the Acceptable Computer Use Policy which does not allow for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. The computer is only to be used by [Entity name] employees. Installation of employee personal printers must be pre-authorized.

Personal Use of Printers, Photocopy and Fax Machines

Photocopiers and printers are primarily reserved for [Entity type] use; however, personal copies and printed materials can be made at a cost of [set rate/5 cents] per page, paid to the [receptionist or other responsible employee]. Long distance charges incurred as a result of a personal fax transmission shall be the financial responsibility of the employee and reimbursed to [entity name].

Non-Entity use of equipment

[Entity name] equipment may only be used for official purposes except when rented for personal use. Certain equipment of [Entity name] may be rented after hours and on weekends and government holidays for personal use by employees and the public based upon the fee schedule set by the [governing body]. Equipment may not be rented for commercial uses. The availability of equipment is subject to the discretion of the department head who is responsible for the equipment. Renters of [Entity name] equipment must abide by the terms of the rental agreement.

Use of [Entity Name] Vehicles

[Entity Name] vehicles are provided to enable employees to complete required tasks efficiently and effectively. As a general rule vehicles should remain locked in a secure location when not in use. [Entity type] vehicles should not be used for non-[entity type] purposes or to transport non-[entity type] persons unless the reason is documented and approved by [governing body]. Personal use of vehicles, including commuting to and from work, will be treated as a taxable fringe benefit consistent with IRS Publication 15-B.

Entity issued credit or purchasing card

An entity credit or purchasing card may be issued to certain employees to assist in handling [Entity name] purchases or travel costs. These cards are to be used for [Entity type]-related purchases only. Personal use of these cards is not allowed. All charges made to an entity card must be paid upon receipt of the statement.  See [Entity type] policy on credit/purchasing cards.

Administrative or staff time

Employees should not ask administrative or clerical staff to use [Entity type] time to work on assignments or perform tasks which are not [Entity type]-related or are for personal use or gain.