

### **C.2.7.1 (Procedure) Use of Alamo Colleges District Equipment, Supplies and Personnel**

Responsible Department: Vice Chancellor for Finance and Administration, Vice  
Chancellor for Planning, Performance and Information  
Systems

Based on Board Policy: [C.2.7](#) - Equipment/Property Management

Approved: 8-18-09

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Employees shall use Alamo Colleges District resources only for their intended purpose for official Alamo Colleges District business.

Examples of prohibited use of Alamo Colleges District resources include, but are not limited to:

1. Using Alamo Colleges District computers, email systems, internet access, equipment or other resources for activities that are not official Alamo Colleges District business, including outside business, personal or volunteer activities, or allowing unauthorized parties to use these resources, either by giving them “permission” or failing to use password protections to prevent unauthorized use.
2. Using Alamo Colleges District facilities for activities that are not official Alamo Colleges District business, or allowing unauthorized parties to use them, unless the Alamo Colleges District receives fair market value through a lease or other approved arrangement.
3. Working on non-Alamo Colleges District employment, personal, volunteer or other non-Alamo Colleges District activities during Alamo Colleges District duty hours.
4. Using Alamo Colleges District computer systems to access employee, student or other information not necessary for the user’s official Alamo Colleges District business.
5. Using the services of Alamo Colleges District personnel for non-Alamo Colleges District purposes.
6. Using Alamo Colleges District computer systems to access pornography.

Employees may make minimal incidental personal use of Alamo Colleges District equipment under limited conditions, so long as such use:

1. Does not interfere with, or have an adverse effect on the performance of the employee’s duties;
2. Does not impede or interfere with the operation of the Alamo Colleges District;
3. Imposes no additional cost to the Alamo Colleges District;
4. Is not harmful to the Alamo Colleges District;
5. Is not for private commercial purposes;

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6. Does not result in unauthorized software or digital media being installed in, or downloaded to Alamo Colleges District equipment; and
  7. Does not result in the violation of copyright laws or software licenses.

#### **Off-site Use of Alamo Colleges District Equipment**

It is in the best interest of the Alamo Colleges District to facilitate the means for effective and efficient job performance between the Alamo Colleges District and its employees. To support and maintain this effort for the purpose of conducting such business, Alamo Colleges District employees designated by the Chancellor are authorized to request, receive and use Alamo Colleges District communication equipment, as well as supplies necessary or incidental for its operation and use. The request must be documented following Inventory Control Property Management guidelines. See procedure [C.2.7.4](#). Equipment may include, but is not limited to, telephone equipment, answering machines, fax machines, computer hardware and software, scanners, and equipment ancillary to the foregoing. Facsimile transmissions shall include a legend stating that the transmission and transmission equipment are to be used only in the conduct of Alamo Colleges District business. For detailed rules governing the assignment and use of Alamo Colleges District communication equipment see [C.2.7.2](#).

The Alamo Colleges District will provide technology support for such equipment. Only equipment that conforms to Alamo Colleges District Information Technology standards will be considered for technology support.

Upon termination of employment, Alamo Colleges District employees shall return such equipment to the Alamo Colleges District.

Alamo Colleges District employees shall provide access to such equipment, upon request for purposes of accounting for inventory tagging and affixing barcode tracking number, conducting annual or mid-year inventory. For detailed rules governing the property management and inventory control for Alamo Colleges District, see Procedure [C.2.7.4](#).

Materials and communications produced, received or distributed with the use of Alamo Colleges District equipment are subject to all applicable terms and conditions set forth by the Texas Public Information Act.

#### **Communication Allowance**

The Alamo Colleges District recognizes that certain critical personnel require communication devices, such as cellular phones, to conduct Alamo Colleges District business when away from their assigned work location. Designated employees who use their personal cell phones to conduct Alamo Colleges District business will receive a communication allowance. For detailed rules governing communication allowances see [C.2.7.2](#).

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**Services of Alamo Colleges District Personnel**

Personal use of the services of Alamo Colleges District personnel is prohibited for all Alamo Colleges District employees.

*Legal Reference - TACC Policy Reference Manual*

CI(LEGAL) - Equipment and Supplies Management