



Policy

Use of Equipment and Services

DCB.902

EFFECTIVE DATE: February 2018

Reviewed: September 2024

Policy

As a general rule, campus services may be used only by:

- a. DCB employees for purposes related to their official responsibilities, or
- b. Off-campus organizations for non-profit, non-political purposes, provided that the specific use of the campus service is sponsored by a college department or college-related organization as a part of its official function.

This policy is specifically applicable to photocopying, mailroom processes, telephone communications, and computer hardware/software usage.

Use of College-Owned Equipment

No tools or equipment will be loaned to individuals or agencies nor given to employees for personal use without the approval of the Campus Dean or Business Manager. Equipment and tools owned by DCB cannot be used for personal gain or profit. Unauthorized disposal or transfer of public property is prohibited.

Computer Usage

Computers are on a three-year replacement cycle for full-time staff, provided there are funds available. Part-time staff computer usage is determined by the job description and supervisor's discretion. Supported software is the current operating system and Office Suite. Laptops are available for checkout from Information Technology Services for staff training and staff travel. Work requests for hardware or software are submitted to Information Technology Services.

Computer labs are available for instruction use only. Special arrangements may be made with an instructor if the room is not scheduled for another class. Student logins are not required except in the classrooms by specific instructors.

Public student use computers are available in the Library, Nelson Science Center, second floor hallway of Thatcher and Student Center. Computer logins, email accounts, and passwords are issued from Information Technology Services.

All employees, students and other users of NDUS computing and networking resources shall comply with applicable laws, SBHE policies and NDUS procedures.