

UTILIZATION OF LCC RESOURCES OFF-CAMPUS

I. Purpose

To establish clear and consistent guidelines for Lansing Community College Employees as it relates to using LCC Resources off-campus.

II. Scope

This policy applies to all College employees, students, trustees, volunteers, guests, contractors, and visitors having access to resources that the College owns, rents, leases or are otherwise under the control of the College.

III. General

To accomplish tasks consistent with Lansing Community College's mission; resources (i.e. college-owned computers and peripherals, pagers, cellular phones, tools, office, media, and sports equipment) are available for use by faculty, staff and students. In order to support the College's academic and administrative objectives, it may be necessary for these resources to be temporarily removed from the campus and other College facilities for college-related business, for which they are intended and authorized. Employees who use resources are responsible for the integrity of the resources and are required to act with the highest standard of ethics.

Faculty, staff and students may use certain College resources, such as but not limited to College-owned computers and peripherals, pagers, cellular phones, tools, office supplies, media and sports equipment either on or off campus for purposes directly related to carrying out the College's mission. This policy is intended to supplement the Acceptable Use Policy, as well as the Facilities Use Policy of the College.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Vice-President of Administration, Advancement and Finance.

Adopted: 3/18/2002

Revised: 12/17/2018