

## **POLICY TITLE: UTILIZATION OF LCC RESOURCES OFF-CAMPUS**

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### **I. Purpose**

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

### **II. Scope**

College-Wide

### **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 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.

### **IV. Responsibility**

The College's Vice-President for Administrative Services and Finance is responsible for developing procedures to implement this policy.