

POLICY 2.21 – Personal Use of University Resources

Policy Category:	Financial
Subject:	Personal Use of University Resources
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President (Operations & Finance)
Responsible Office:	Financial Services
Related Procedures:	Procedures Relating to the Use of University Resources
Related University Policies:	Policy 1.13 - Computing, Technology & Information Resources
Effective Date:	June 21, 2018
Supersedes:	September 29, 1988; June 25, 1987

POLICY

- 1.00 The use of University equipment, supplies, human resources, technology, computer software and facilities for personal gain is prohibited unless prior written approval is obtained from the appropriate Dean or Budget Head.
- 2.00 Equipment, technology or computer software may be used off-campus for teaching, research or other University purposes, subject to the approval of the appropriate Dean or Budget Head (or designate).
 - 2.01 While the equipment technology or computer software is located off-campus, it is assumed to be under the care and control of the person using it who assumes full responsibility for any loss or damage. The only exception to this policy is when equipment, supplies, technology or computer software is being used in connection with University-sponsored, off-campus activities such as work-related projects or field trips. In these circumstances, University insurance policies and procedures will pertain.