

**Policy for
Eastern Washington University**

**Appropriate Use of University Facilities, Equipment and Information Technology
Resources**

Approved by the Board of Trustees on June 24, 2005

1. Introduction

Access to Eastern Washington University facilities, equipment and information technology resources is a privilege granted solely to university students, faculty and staff. The purpose of this policy is to provide direction for the responsible use of university facilities, equipment and information technology resources, governed by this policy and applicable state and federal laws.

2. Definitions

- **Teaching/Learning:** Teaching includes all instructional and advising activities encompassed in the statement on teaching responsibilities and advising in the University policies and collective bargaining agreements when those activities are performed for Eastern Washington University.

Learning includes work conducted by any current faculty member, staff member, or student for Eastern Washington University courses or other EWU credit-generating activities, or courses, workshops, seminars, web casts and the like approved by an employee's supervisor, assigned by a student's advisor, or supported by the faculty member's approved faculty activity plan or teaching assignment.

- **Service:** Activities that enhance or augment the agency's ability to perform its mission; an employee's participation in university activities, including shared governance, events and committees.

- **Facilities:** University property and property leased or occupied by the university.

- **Information technology resources (IT resources):** Include the information infrastructure (networks, intelligent terminals and accompanying applications as well as the services people use to access, create, disseminate, and utilize digital information) information technology (equipment, software, services and products used in storing, processing, transmitting, and displaying all forms of information) and telecommunications (telephone system, and well as local, long distance, and wireless services).

3. Policy

University staff time, facilities, IT resources, and equipment are to be used to support Eastern Washington University teaching, learning, research, service and administrative functions. University employees may not use state resources (including any person, money, or property) under their official control or direction or in their custody), for personal benefit or gain, or for the benefit or gain of any other individuals or outside

organizations. This prohibition does not apply to the use of state resources that are reasonably related to the conduct of official university duties or the use of resources that promote organizational effectiveness or enhance job-related skills and do not interfere with the employee's performance of official university duties.

This policy also applies to all hardware and software used on University owned or leased property.

This policy applies to all IT resources, regardless of their source of funding.

A. Examples of Allowed Use

Examples of uses consistent with the University's mission and reasonably related to the conduct of official state duties or promotion of organizational effectiveness or enhancement of job-related skills include but are not limited to the following:

- Communication with other University employees to convey greetings and announcements, and to build interpersonal rapport (e.g., birthday greetings, birth/death announcements, and carpool solicitations).
- Announcement of and participation in social gatherings to acknowledge accomplishments of colleagues or celebrate holidays and events (e.g. retirement parties and holiday gatherings).
- Development of competency in the use of information technologies and computer resources done outside of normal work hours.
- Personal student classroom work reasonably related to job duties, as determined by the supervisor, and done outside of normal work hours.
- Occasional notices of charitable activities such as blood drives and special events.
- Coordination of the Combined Fund Drive.

B. Criteria for Limited Personal Use

Occasional de minimis personal use of University facilities, computers, and equipment, including email and Internet access, is permitted only if all six of the following conditions are met (per WAC 292-110-010)

- There is little or no cost to the state;
- Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- The use does not interfere with the performance of the employee's official duties;
- The use does not disrupt or distract from the conduct of university business due to volume or frequency (e.g. sending large attachments);
- The use does not disrupt other university employees and does not obligate them to make a personal use of University resources; and
- The use does not compromise the security or integrity of university property, information, or software.

C. Examples of Limited Personal Use

Examples of permissible personal use of facilities, computers, and equipment include but are not limited to the following:

- Electronic communication with children and dependents.

- Scheduling personal appointments.
- Accessing personal e-mail accounts (reading but not responding).
- Limited personal banking (viewing account balances only).

4. **Responsibility for Policy**

University employees make independent assessments, consistent with this policy, of the permissibility of the use of University facilities, computers and equipment for other than official state job purposes. University employees are encouraged to consult with and seek approval from their supervisors when they are uncertain about the permissibility of a use of University resources, facilities, computers, or equipment. Supervisors at all times retain discretion to restrict uses of state resources, facilities, computers, and equipment in response to concerns regarding an employee's work performance or use of University facilities, computers and equipment that exceeds the permissible uses outlined in this policy.

In making their decisions to make personal use of University computers and equipment, employees are reminded that there should be no expectation of privacy with regard to the use of University communication technologies (e.g., email, facsimile transmissions, voicemail, and Web sites visited).

5. **Non-University Activity**

A. **Service to organization and the community.**

Use of facilities and resources is permitted for service activities which have been approved by the employee's supervisor or fulfills performance expectations of faculty or other employees.

B. **Professional work**

University policy allows faculty and academic personnel to engage in outside professional work. Professional and classified staff may engage in outside work activity as well, provided such activity does not intrude into their University obligations and job performance or conflict with the proper discharge of their official duties.

The use of University resources including facilities, computers, and equipment for the conduct of outside work is **strictly prohibited**. Using University property for private financial gain may be a misappropriation of state funds, a violation of the state's ethics law, and could enable state employees to compete unfairly with private businesses. Activities that are considered University service rather than outside work, but nonetheless may result in the award of an honorarium to the employee, are not subject to the prohibition on the use of University resources.

6. **Prohibited Use of Resources**

University resources, including facilities, computers, and equipment, may not be used for the following purposes:

- **Outside business/employment.** Any use for the purpose of conducting or promoting an outside business or private employment, [e.g. University offices or

laboratories may not be used as a place of business for an employee's outside enterprise; the use of University affiliations and titles in connection with an outside business must clearly acknowledge the independent nature of the employee's outside work from his or her University responsibilities; University stationery and other office or consumable supplies may not be used by an employee in the conduct of an outside business; personal use of University IT resources, facilities or equipment for product sales (online book sales or referral links to book publishers or sales houses), even though not for remuneration, is not permitted, and University telephone numbers and addresses, including email and Web addresses, may not be used or listed regarding an employee's outside business or paid consulting.]

- **Personal business.** Any use for purposes of conducting your personal affairs, e.g., prohibited from using university contact information to sell personal or real property.
- **Soliciting.** Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside organization or group, including, but not limited to, a private business, a nonprofit organization, or a political party. **Exception: Supporting an outside group is allowed if provided for by law or authorized by the President of the University or President's designee (e.g. conducting the Combined Fund Drive as authorized by law and approved by the President or designee; or organizing a campus blood drive when approved by the President or designee).**
- **Campaigning.** Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such use of state resources is specifically prohibited by RCW 42.52.180, subject to the exceptions in RCW 42.52.180(2). [For example, personal use of any University IT resources, facilities or equipment to support political activities (such as assisting a campaign for election, promoting or opposing a ballot proposition or initiative, or lobbying members of the state legislature), even though not for remuneration, is not permitted.]
- **Lobbying.** Any use for the purpose of participating in or assisting in an effort to lobby the state legislature, or a state agency head. Such a use of state resources is specifically prohibited by RCW 42.17.190, subject to the exceptions in RCW 42.17.190(3).
- **Consulting.** Any work performed by faculty and staff with remuneration from anyone other than EWU.
- **Specific Union Activities.** Conduct that may directly conflict with the Ethics in Public Service Act, such as the use of state resources to support or oppose a ballot initiative, or a candidate to public office, or efforts to lobby on matters of interest to the Union are prohibited. Also prohibited are the use of state resources for Union activities that are not reasonably related to the negotiation and administration of collective bargaining agreements, such as Union organizing, internal Union business, or advocating for a Union in a certification, union shop, or other election as referenced in Executive Ethics Board Advisory Opinions 03-04 and 02-01A.

- **Prohibited by law.** Any use related to conduct that is prohibited by a federal or state law or rule or a state agency policy including, but not limited to:
 - **Illegal discrimination.** Transmission of sexually or racially explicit messages sent to harass or intimidate.
 - **Illegal Pornography.** Intentionally disseminating, accessing, or providing a hyperlink to obscenity, as that term is defined by the law, unless such activities are directly related to an employee's legitimate research or scholarship purpose or to a student's completion of an academic requirement.
 - **Copyright infringement.** Transmission of copyrighted material without the necessary permissions or payment, e.g., University IT resources may not be used in violation of federal copyright law.
 - **License infringement.** Use of software or documentation for any purpose not authorized by the license for that software. Use of software or documentation that has been unlawfully acquired, reproduced, distributed or transmitted, e.g. University IT resources may not be used in violation of applicable software licenses.
 - **Chain letters.** Dissemination of chain letters or petitions.
- **Conversion for private use.** Any private use of any state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state, [e.g., use of University tools or equipment for home improvement projects by the employee, family, friends or colleagues.]
- **Modification of University cell phones.** A cell phone issued to an employee for official business purposes may not be modified to establish a personal line, or add calling plans or features for personal use, even if the additional expense will be paid for by the employee or if there is little or no cost to the University.
- **Use of University bandwidth.** Activities involving continuous use of University bandwidth for purposes other than teaching/learning, e.g., on-line music, news broadcasts, movies, computer games and Internet gaming. Note: faculty might use some of these resources while teaching a class or expect students to use them in the process of doing class assignments.

B. Allowable Use of Resources

The University does possess unique laboratory or other equipment or facilities, which, by their very nature, should be available to private businesses for testing or examining proprietary products. When such situations arise, authorization for the usage must be approved through normal departmental processes. The fair rental value of the facilities, IT resources and equipment, including costs and overhead, must be established by the dean or vice president. Use of the K-20 network must be determined on a case by case basis by the CIO to ensure compliance with K-20 use policies.

6. Reporting Violations of the Policy

University employees are obligated to report misuse of University IT resources, facilities and equipment to their supervisor or the internal auditor. Employees who violate this policy are subject to appropriate disciplinary or corrective action, including dismissal.

7. State Investigation and Enforcement Activity

It is the University's policy to permit de minimus personal use in parallel with the rules adopted by the state Executive Ethics Board, as they exist now or may be amended. In the event those rules are more restrictive than the university's, the Executive Ethics Board rules apply.

The state Executive Ethics Board has the authority to investigate allegations of improper use of state resources (per RCW 42.52.360), and it is charged with enforcing laws and rules prohibiting state workers from improperly using state resources. The Executive Ethics Board's determinations and actions are independent of any disciplinary or corrective action take by the University.

8. Additional Information

For additional information and clarification on the regulation of the use of state resources, University employees are directed to the Executive Ethics Board Web site.