

3361:10-17-04 Conduct and ethics: use of university resources.

Members of the faculty, administration, student body, volunteer workers, and staff are responsible for the appropriate use of university resources. Use of university resources in a manner inconsistent with this rule is a violation subject to disciplinary action.

- (A) University funds: All members of the university community are personally accountable for university funds over which they have control. Anyone having questions about the appropriate use of university funds should talk with his or her supervisor, or a university official with authority regarding the use of funds.

- (B) University property, facilities and services:
 - (1) University property including but not limited to tools, equipment, motor vehicles and supplies, shall not be used for personal benefit or any other improper purpose and it shall not be sold, loaned, given away or otherwise disposed of, regardless of condition or value, except as provided in paragraph (b) of Rule 3361:60-5-01 of the Administrative Code. University stationery or supplies shall not be used for personal letters.

 - (2) The campus mail service may be used only for official university business without cost. Appropriate postage is required for the delivery of personal mail using the campus mail services.

 - (3) All university information technology resources shall be used solely for authorized academic, instructional, research, administrative, or contract purposes. The President shall have the authority to issue and approve university policies governing the use of information technology resources. Nothing in this paragraph shall prohibit administrators, supervisors and other university officials from issuing policies governing the use of information technology resources in specific workplaces, classrooms and other units so long as such policies are consistent with university policies approved by the President. Any unauthorized use of information technology resources or violation of information technology policies will subject the violator to university disciplinary action.

- (4) Uses of university facilities are governed by the use of facilities handbook promulgated by the president.
- (C) University personnel: university employees are only expected to fulfill the duties and responsibilities of their respective positions. Persons in positions of authority may not require subordinate employees to perform personal services for anyone.

Effective: June 16, 2000

Certification: Virginia L. Steiner signature
Virginia L. Steiner
Executive Secretary and Clerk, Board of Trustees

Date: May 25, 2000

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