

PROCEDURE LIT.1.03.02
USE OF LAMAR INSTITUTE OF TECHNOLOGY OWNED TOOLS AND OFFICE
EQUIPMENT

SCOPE: Faculty, Staff, Student

1. The use of state property including telephones and office equipment should be restricted to official business.
 - 1.1. The use of the telephone, Internet and e-mail is recognized as a valid business tool and is to be used for purposes related to the performance of a job or for gathering applicable information.
 - 1.2. It is expected that any personal business conducted over the phone, internet, or email will be kept to a minimum. Excessive or inappropriate use of tools and office equipment for personal reasons may lead to disciplinary action.
2. The electronic mail and voice mail systems of Lamar Institute of Technology (LIT) have been established for LIT-related communications. LIT shall maintain access to all voice and electronic mail messages. Employees and others who use the LIT voice and electronic systems shall have no expectation of privacy in the messages contained in these systems. Every employee should be aware that no electronic mail or voice mail system is completely secure. Any voice mail and any electronic mail message in the system may be accessed or viewed by someone who has the knowledge and capability to tap into our system. Additionally, LIT may access these systems to ensure that the systems are being used properly and for LIT-related communications only. These systems are not intended for personal use.
3. Voice mail and electronic mail messages, being transitory in nature, may be purged and completely erased from LIT systems (including all back-up systems) periodically.

Related Policies: LIT.1.03

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: Texas State University System (TSUS) Rules and Regulations Chapter VII. *Ethics Policy for Regents and Employees of The Texas State University System*, Section 10. *Provisions Related to Employees Engaged in Procurement of Goods and Services*, 10.12 *Use of Component Resources*

Relevant Statutes: Texas Government Code, Title 10 *General Government*, Subtitle E. *Government Property*, Chapter 2203. *Use of State Property*, 2203.004 *Requirement to Use State Property for State Purposes*

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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