

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
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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.