

Use of University Resources

Computer resources and Email

The computer resources available within Facilities Services, including the equipment that allows access to the network and Internet, are the property of the department, and are to be used in the conduct of departmental business. All hardware, software and data stored on the equipment remain at all times property of the department.

Employees may use University-provided email for personal communications only to an extent comparable to that allowed for personal local use of University telephones; that is, minimal use is allowed, so long as that use:

Is of little or no cost to the state.

Is brief in duration, occurs infrequently, and is the most effective use of time and resources.

Does not interfere with the employee's official duties.

Does not disrupt University business.

Does not disrupt other employees or obligate them to make personal use of state resources.

Does not compromise the security or integrity of state property, information or software.

State law prohibits the use of University computers to access computer networks or other databases, including the Internet and electronic mail, for personal business-related, commercial, campaign or political purposes, or to promote an outside business or group or to conduct illegal activities. Additionally, employees are prohibited from allowing any member of the public to make personal use of state computers and computing resources. Email and other uses of University computers may constitute an Ethics violation if the use is political, commercial, or excessive. Improper or excessive use of University computers may be grounds for disciplinary action, up to and including dismissal.

For more detailed information, please read the [University of Washington's Policy on Email and Computer Usage by Staff](#).

Examples of improper or excessive use are included in the "Frequently Asked Questions" on the Executive Ethics Board Web page at:

<http://ethics.wa.gov/index.htm>

Equipment, Tools and Materials

University-owned equipment, tools, materials, and supplies may only be used in the performance of University duties and may not be used for employee personal use. Salvaged, broken, or junked equipment, tools, materials, and supplies also are University property, are not for employee personal use, and may not be removed from the campus. Unauthorized use or removal may result in disciplinary action or termination.

Telephones

Occasional but limited use of University telephones (including cell phones) is permissible if there is no actual cost to the State, or if the cost to the State is de minimis and the use does not interfere with the performance of your official duties. Personal long distance calls may not be charged to the University. Any such calls made from University telephones must be charged to a personal credit card or other non-University billing number.

Facilities Services is committed to its stewardship of University and state resources, and expects its employees to adhere to the highest standards of integrity and ethical behavior. Employees who violate published University policies regarding the personal use of University facilities and equipment, or policies regarding outside work and conflict of interest are subject to appropriate disciplinary or corrective action, including dismissal.

If you have any questions about the University's policies on personal use of state resources and conflict of interest, please contact the [Human Resources Consultant](#), your supervisor, your manager, or the [Facilities Services Human Resources Administrator](#).

For more information, see the UW's Web page on "[Personal Use of State Resources and Conflict of Interest](#)". Also accessible from that site are the Washington State Ethics Law published in its entirety, and a page devoted to Frequently Asked Questions.

Also see the following:

[Facilities Services -- Conflict of Interest](#)
[Facilities Services -- Outside Work](#)