

**Policy Title:** Personal Use of Entity Assets Policy

**Policy Reference:** PL.166

**Attaches To: (see page 1 and 2, Object(s): Job Descriptions, Etc, Applied To)**

**Description:**

Personal use of entities computers

Personal use of Vanguard Academy computer software and applications must comply with the Vanguard Academy Acceptable Computer Use Policy, which prohibits the use of Vanguard Academy resources for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. Offensive (i.e. pornographic), harassing, discriminatory, or illegal (i.e. gambling) activities are prohibited. Personal use of software and applications which disrupts or distracts the conduct of Vanguard Academy business due to volume, timing, or frequency is considered an unacceptable use of Vanguard Academy resources.

Costs associated with applications downloaded to Vanguard Academy cell phones is the financial responsibility of the user assigned to the cell phone. Downloaded applications should not be offensive, harassing, discriminatory or illegal (i.e. gambling) in content. Applications with security vulnerabilities should be uninstalled.

The personal use of social networking applications (e.g. Facebook, Twitter, Instagram, Groupme, and LinkedIn) is not permitted during work time.

Office computers may be used at home by the employee since use of authorized software increases the employee's knowledge of the software. Unauthorized software may not be installed or used on the computer. Personal use must comply with the Acceptable Computer Use Policy which does not allow for personal for-profit business, religious, or political activities, or for personal financial benefit outside of employment. The computer is only to be used by Vanguard Academy employees. Installation of employee personal printers must be pre-authorized.

Personal Use of Printers, Photocopy and Fax Machines

Photocopiers and printers are primarily reserved for Vanguard Academy use; however, personal copies and printed materials can be made at a cost of [set rate/5 cents] per page, paid to the [receptionist or other responsible employee]. Long distance charges incurred as a result of a personal fax transmission shall be the financial responsibility of the employee and reimbursed to Vanguard Academy.

Non-Entity use of equipment

Vanguard Academy equipment may only be used for official purposes except when rented for personal use. Certain equipment of Vanguard Academy may be rented after hours and on weekends and government holidays for personal use by employees and the public based upon the fee schedule set by the Board of Directors. Equipment may not be rented for commercial uses. The availability of equipment is

subject to the discretion of the department head who is responsible for the equipment. Renters of Vanguard Academy equipment must abide by the terms of the rental agreement.

#### Use of Vanguard Academy Vehicles

Vanguard Academy vehicles are provided to enable employees to complete required tasks efficiently and effectively. As a general rule vehicles should remain locked in a secure location when not in use. Vanguard Academy vehicles should not be used for non-Vanguard Academy purposes or to transport non-Vanguard Academy persons unless the reason is documented and approved by the Board of Directors. Personal use of vehicles, including commuting to and from work, will be treated as a taxable fringe benefit consistent with IRS Publication 15-B.

#### Entity issued credit or purchasing card

An entity credit or purchasing card may be issued to certain employees to assist in handling Vanguard Academy purchases or travel costs. These cards are to be used for Vanguard Academy-related purchases only. Personal use of these cards is not allowed. All charges made to an entity card must be paid upon receipt of the statement. See Vanguard Academy policy on credit/purchasing cards.

#### Administrative or staff time

Employees should not ask administrative or clerical staff to use Vanguard Academy time to work on assignments or perform tasks which are not Vanguard Academy-related or are for personal use or gain.

### Purpose:

To protect the assets of Vanguard Academy and ensure they are used appropriately.

### Scope:

**Policy Type:** Company Position Other \_\_\_\_\_

### Job Description(s) Applied To:

Reference	Job Description (JD) Title(s)
JD: 221	Company Wide

### Template Object(s) Applied To:

Reference	Template (TP) Title(s)
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### Revision History:

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A