

## **Authorized Use of ESD Equipment and Materials**

The ESD has established a policy restricting the use of ESD equipment and materials (EDC/KGF). ESD equipment and materials include, but are not limited, telecommunications resources, the LBL network and internet services, buildings, motor vehicles, electronic devices, computer applications, facsimile machines, photocopy machines, and all other equipment and materials owned or provided in whole or in part by the ESD. ESD employees are expected to use sound professional judgment when using ESD equipment and materials.

Use of ESD equipment or materials for a prohibited purpose or for a purpose inconsistent with ESD policy or procedures is a ground for termination of the privileges to use the services, and may lead to disciplinary action up to and including dismissal.

### **1. Appropriate use of ESD Equipment and Materials**

Appropriate use of ESD equipment and materials is limited to the following uses:

- a. Legitimate educational purposes
- b. Public communication as determined by the ESD
- c. Research in support of ESD employment
- d. Any other purpose(s) as determined by the ESD, including but not limited to those uses set out in Section 3 of this document

### **2. Inappropriate Use of ESD Equipment and Materials**

Inappropriate use of ESD equipment and materials includes, but is not limited to the following:

- a. Any and all illegal purposes
- b. Transmitting threatening, offensive, obscene, or harassing materials
- c. Transmitting anything that interferes with or disrupts ESD employees, services, or equipment
- d. Any political solicitation
- e. Any activity deemed inappropriate by the superintendent or their designee
- f. Long distance calls except in an emergency

### **3. Personal Use of ESD Equipment and Materials**

The ESD has approved the following personal uses of ESD equipment and materials. Access for personal use is not guaranteed, with ESD access taking priority. There is no right or expectation of privacy in the use of ESD equipment and materials.

- a. Photocopy machines/ESD Printers. ESD employees may use ESD photocopy machines subject to the following rules:
  - i. ESD photocopy requirements will take priority over all personal photocopies.
  - ii. ESD employees must pay a fee of five cents (\$0.05) per black and white copy.
  - iii. ESD employees must pay a fee of forty cents (0\$.40) per color copy
  - iv. Scanning documents will also cost five cents per page. Employees should only send scanned personal documents to their personal email account, not their LBL work account.
- b. Facsimile machines. ESD employees may use ESD facsimile machines subject to the following rules:
  - i. ESD facsimiles will take priority over all personal facsimiles.
  - ii. ESD employees must pay a fee of one dollar (\$1.00) per page.
- c. Employees should not use ESD phones to make personal Long distance telephone calls.
- d. Laminating machine. Employees may request personal materials be laminated by the ESD for a fee of three cents per inch.
- e. Postermaking machine. Employees may use the ESD poster machine for a fee of two dollars per foot.