

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**USE OF ON CAMPUS COLLEGE  
OFFICE EQUIPMENT**

**POLICY 3516  
ADOPTED: 12/18/1990  
AMENDED: 11/20/2001  
AMENDED: 01/24/2023**

Office related equipment throughout the College is for official use only. Use of telephones, fax machines, scanners, copiers, webcams, computers, etc. is restricted to use for College business only. Office equipment shall not be used for personal reasons either by students or employees.