



FALL 2009

Computer, Copy Machine and Office Usage Policy

Revised 1/7/2009

In order to maintain a professional and efficient use of our limited office space it is essential that exec board members are aware of these guidelines. If you have any questions or need help please ask any of the F&SL staff for assistance.

Eating of Food

The eating of food is not allowed in the F&SL office. The only exception is a beverage if it is covered with a lid. Please make use of the food court or seating area outside the office.

Computers

You must be authorized to use the computers. The computers are intended to be used by Greek Council exec board/Fraternity and Sorority Life (F&SL) staff, and affiliated council exec boards (DGC, IFC, NPHC and NPC) for official fraternity/sorority business.

- Only council exec board officers of councils will be given the passwords to log on to the computers. Computer login passwords ARE NOT to be given to other non-exec council board members – all others (including chapter execs) requesting to use the computers must be directed to a Fraternity and Sorority Life staff member for approval.
Due to the limited office space please do not plan on using the office as a study hall – if you need to do classroom assignments with friends or personal papers, please use the computers in the campus computer labs or other study areas on campus. Office work takes precedent over personal use of the computers and office space and you may be asked to stop using a computer or relocate.
Due to the high cost of paper and toner cartridges, unless it is for official office or fraternity/sorority business, class work and personal papers must be printed out at home or in the computer labs.
Do NOT save class/personal files or download files from web sites to the hard drive/desktop or file server. If you are saving a personal file it must be saved to your own personal storage device. Any personal files found on office computers may be deleted without notification.
If you notice any equipment malfunctioning or have any questions, please contact one of the Fraternity and Sorority staff members immediately.

Copy Machine

- The copy machine is intended to be used by affiliated council exec boards for official council business. Personal copies are to be made at the copy centers.
Only council exec board officers will be allowed to request copies. Copy codes are specific to the individual council and codes will be entered only by F&SL staff or student assistants and are not given out. Each council will be allotted 5,000 copies per calendar year and once this amount is reached the council will be billed by F&SL for the cost of each copy over the 5,000 limit.

Office Supplies

- Office supplies located in F&SL are to be used by Fraternity and Sorority Life staff for official fraternity/sorority council business. Please do not use or remove supplies (paper, pens, etc.) for your personal use. If your council needs to use supplies or if you have any question about the use of supplies, please contact one of the Fraternity and Sorority Life staff members.

I have read and agree to abide by the above policy. I also understand that my privileges to use the computers, copy machine and office supplies in the Fraternity and Sorority Life office may be revoked if I do not adhere to the above policy rules.

Print Name Signature Date

Executive Title Council or Board