



Personal use of Entity Assets Policy

Personal use of entities computers

Personal use of Town of Apple Valley computer software and applications must comply with the Town of Apple Valley Acceptable Computer Use Policy, which prohibits the use of Town 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 Town of Apple Valley business due to volume, timing, or frequency is considered an unacceptable use of Town of Apple Valley resources.

Costs associated with applications downloaded to Town of Apple Valley 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, 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 Town of Apple Valley 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 Town 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 Town of Apple Valley.

Non-Entity use of equipment

Town of Apple Valley equipment may only be used for official purposes except when rented for personal use. Equipment of Town of Apple Valley may not be rented. Equipment may not be rented for commercial uses.

Use of Town of Apple Valley Vehicles

Town of Apple Valley 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. Town vehicles should not be used for non-Town purposes or to transport non-Town persons unless the reason is documented and approved by the Town Council. 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 Town of Apple Valley purchases or travel costs. These cards are to be used for Town-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 Town policy on credit/purchasing cards.

Administrative or staff time

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