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**From:** Marvalene Hughes  
**Sent:** Friday, October 17, 2003 5:59 PM  
**To:** Urgent Messages  
**Subject:** Follow-up to E-Mail and Appropriate Use of University Computers and State Property

To: All Employees

From: Marvalene Hughes, President

Upon the advice of University Counsel, I am sending the following message:

**THE FOLLOWING BOTH CLARIFIES AND SUPERSEDES THE PREVIOUS E-MAIL SENT REGARDING THE “APPROPRIATE USE OF UNIVERSITY COMPUTERS AND STATE PROPERTY.”**

STATE LAW RESTRICTS THE USE OF STATE RESOURCES FOR PERSONAL PURPOSES, CAMPAIGN ACTIVITY AND ANY OTHER PURPOSES WHICH ARE NOT AUTHORIZED BY LAW.

STATE RESOURCES INCLUDE VEHICLES, SUPPLIES, OFFICE SPACE, COMPUTERS, TELEPHONES AND OTHER EQUIPMENT OWNED BY THE STATE.

PERSONAL USAGE OF STATE RESOURCES AND CAMPAIGN ACTIVITY THAT ARE NOT *MINIMAL* OR *INCIDENTAL* ARE PROHIBITED. [ FOR EXAMPLE, AN OCCASIONAL LOCAL TELEPHONE CALL IS NOT PROHIBITED. ]

VIOLATIONS OF THIS LAW OR APPLICABLE POLICY WILL BE REPORTED AND DEALT WITH BY THE APPROPRIATE DISCIPLINARY BODY, WHICH IN THE CASE OF EMPLOYEES, SHALL BE HANDLED IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT, CSU STANISLAUS POLICY AND APPLICABLE LAW.

*AS INDIVIDUALS WORKING AND/OR STUDYING AT AN INSTITUTION OF HIGHER LEARNING, SOUND AND REASONABLE JUDGMENT SHOULD BE EXERCISED WHEN DETERMINING WHETHER USE OF STATE RESOURCES IS APPROPRIATE.*

Legal Source: California Government Code section 8314