



Policy Title

Faculty, Staff, and Student IT Device Management

Identifier

UofSCSOMG – IT – 3.00

Prepared by: Office of Integrated Technology (IT)	
Reviewed by: Executive Director of Finance and Business Operations	Review Date: 09/16/2019
Approved by: UofSCSOMG Policy Committee	Approval Date: 05/26/2020
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LCME Standards

N/A

Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

Policy Statement

UofSC School of Medicine Greenville provides information technology resources for use by faculty, staff, and students. The use of Integrated Technology (IT) resources for personal or other non-university purposes that result in cost to the university is strictly prohibited.

Reason for Policy

The purpose of this policy is to provide School of Medicine Greenville faculty, staff, and students guidelines on technology devices that may be loaned or issued to them during their time at the university.

Procedures

Student

UofSC School of Medicine Greenville Office of Integrated Technology (IT) will provide each incoming student an iPad. The iPad is considered property of the UofSC School of Medicine Greenville for the duration of the students enrollment. IT will determine which model of iPad the students will receive prior to matriculation and will distribute to the students during first year orientation. While attending UofSC School of Medicine Greenville, each student will be responsible for the care of the iPad. Each iPad comes with a limited one-year warranty, and students may opt to extend the warranty at their own expense.

Loss or theft of an iPad, or any other UofSC School of Medicine Greenville issued or owned device, must be reported to the IT department immediately.

If a student withdraws from the UofSC School of Medicine Greenville, they are required to return the iPad

directly to the IT department. In rare circumstances, an exception may be granted by the Office for Student Affairs.

Upon graduation, the ownership of the iPad will be transferred to the student. IT will retire the item from the inventory and release it from the mobile device management system. All warranty, repairs, and replacements beyond transfer of the ownership remains the sole responsibility of the graduate.

Faculty and Staff

UofSC School of Medicine Greenville will provide necessary technology for faculty and staff to perform their duties. Technology may include desk phones, tablets, laptops, monitors, pencil / stylus, chargers, cables, and other devices. Each person will receive the standard package chosen by his/her department. Any exceptions will need approval from the Executive Director of Finance and Business Operation or the Dean and should be made through the requestor's supervisor. Each device will be assigned and tracked by the UofSC School of Medicine Greenville IT department.

Upon leaving the institution or transferring to another department, faculty and staff are required to return all of UofSC School of Medicine Greenville technology to IT. Departments are not permitted to retain used IT equipment.

The IT department will maintain a pool of loaner devices for faculty and staff to borrow for up to one week. Any loan of greater than one week will need authorization from their supervisor and the UofSC School of Medicine Greenville IT Operations Manager. If items are not returned within allotted time, weekly email reminders will be sent that the device is past due for return.

Each individual will be responsible for the care of the devices loaned or provided to them during their employment. Loss or theft of a UofSC School of Medicine Greenville issued or owned device must be reported to the IT department immediately.

All equipment and devices procured with the use of UofSC School of Medicine Greenville funding, whether as part of professional fund allowances, philanthropic awards, or under operations, becomes property of UofSC School of Medicine Greenville and must therefore adhere to University guidelines on how to handle transfers of assets and disposal at end of use and life.

As items purchased using professional funds are still considered to be property of UofSC School of Medicine Greenville and therefore, must be turned back into the University upon exit. In rare instances, there may be a potential option for buyout of some equipment. In such instances the depreciated value and procedures on how to obtain the devices will be provided to the individual by the IT department. Upon payment, the IT department will ensure that the item is removed from UofSC School of Medicine Greenville inventory and device management systems.

Sanctions

Student

Any damage to UofSC issued iPad due to negligence will require restitution from the student. IT will determine any damages to the iPad and will assist with arranging repairs if the issue is covered under the warranty.

Restitution for lost, stolen, or unreturned devices may be required and will be addressed with each individual situation.

Faculty and Staff

Damages due to negligence will require restitution from the individual faculty or staff member. If the items are under warranty the IT department will be responsible for arranging repairs, however, the associated cost will be the responsibility of the faculty or staff member. If the items are no longer under warranty the IT department will determine the repair assessment and fees.

Restitution may be required for lost, stolen, or unreturned devices and will be addressed with each individual situation.

Contacts

UofSC School of Medicine Greenville IT department

Related Information

UofSC IT 1.00 Information Technology Procurement

UofSC BUSA 7.00 Purchasing

UofSCSOMG – IT – 2.00 Acceptable Use of Information Technology

History

Date of Change	Change
Oct 2019	Policy created