



Policy Title

Faculty, Staff, and Student IT Device Management

Identifier

USCSOMG – IT – 3.00

Prepared by: Office for Finance and Operations	
Reviewed by: Executive Director for Finance and Operations	Review Date: 11/06/2024
Approved by: USCSOMG Policy Committee	Approval Date: 11/18/2024
	Effective Date: 12/01/2024

LCME Standards

N/A

Scope

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

Policy Statement

USC 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 are loaned or issued to them during their time at the university.

Procedures

Students

USC School of Medicine Greenville Integrated Technology (IT) staff in the Office for Finance and Operations will provide each incoming student with an iPad. The iPad is considered property of the USC School of Medicine Greenville for the duration of the student's 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 USC School of Medicine Greenville, each student will be responsible for the care of the iPad. A 4-year AppleCare+ warranty is purchased with each iPad, which includes coverage for accidental damage. A service fee will be charged by Apple for any accidental damage repairs performed. Each student will be responsible for paying service fees.

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

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

directly to the Manager of Student Affairs per USCSOMG-ACAF- 4.02.

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

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

Upon leaving the institution or transferring to another department, faculty and staff are required to return all of USC 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 USC School of Medicine Greenville IT Director. If items are not returned within the 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 USC 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 USC School of Medicine Greenville funding, whether as part of professional fund allowances, philanthropic awards, or under operations, becomes property of USC 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 USC 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 USC School of Medicine Greenville inventory and device management systems.

Sanctions

Student

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

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

Contacts

USC School of Medicine Greenville IT department

Related Information

[USC IT 1.00 Information Technology Procurement](#)

[USC BUSA 7.00 Purchasing](#)

USCSOMG – IT – 2.00 Acceptable Use of Information Technology

Acceptable and Privileged Use of Information Systems: Information Security – Prisma Health

Microsoft 365 Acceptable Use: Information Technology Services – Prisma Health

History

Date of Change	Change
October 2024	Clarified procedures and sanctions.
Oct 2019	Policy created