Policy: Information Technology Acquisition and Support

1.0 Purpose

To ensure University of Wisconsin, Department of Medicine computer equipment, hardware devices, software programs, and network systems purchased and supported by Information Systems are used for creating, researching, and processing department-related materials.

2.0 Policy

A. By using the department's hardware, software and network systems, faculty and staff assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable departmental and campus policies, as well as city, state, and federal laws and regulations.

B. Title to or ownership of all property acquired by the University of Wisconsin is vested in the Board of Regents. The only exceptions to this policy include gift funds where the sponsor retains title to the property acquired under the agreement, or, in the case of federal funds, where the sponsoring agency retains title to the property. In these cases, the Board of Regents assumes custodial ownership of the property. Under no circumstances does equipment become the property of University faculty or staff.

C. Department of Medicine computers are not to be shared with family members.

D. As new computers and peripherals are purchased, the old equipment will be recycled within the division/section. The recycled computer(s) must meet minimum requirements to be supported. Please contact the helpdesk for further information, email: help@medicine.wisc.edu or phone: 608-265-4466. If the computer is being used offsite, the Off-Campus Equipment Form must be on file to receive helpdesk support services.

E. Only 3 computers will be supported per faculty and/or staff member within the Department of Medicine. For example, each person in the department may have the following computers supported: 1) office, 2) laptop, and 3) home desktop workstation. Exceptions may apply under extraordinary circumstances. The IS Committee will consider and review such instances. Computers in research labs will not fall under this support limit ratio.

F. Faculty/staff are responsible to backup home computer hard drives. When University of Wisconsin, Department of Medicine home computers are brought in for services, they will not be backed up by the IS staff prior to re-installing the operating systems. Also, Information Systems will only re-install the operating system and work related applications. Information Systems will not restore data, music, wallpaper, photos, and web browser favorites.

3.0 Departmental Procedures

All requests to order computer equipment, hardware devices, software programs, and network systems should be routed to the helpdesk for approval. Email: help@medicine.wisc.edu or 608-265-4466.
4.0 Definitions

<table>
<thead>
<tr>
<th><strong>Home computer</strong></th>
<th>University of Wisconsin, Department of Medicine laptop and desktop computers that are primarily used offsite or at home.</th>
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<tbody>
<tr>
<td><strong>Hardware devices</strong></td>
<td>Include but not limited to: Personal Digital Assistants (PDAs), printers, scanners, USB devices, and external hard drives</td>
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<tr>
<td><strong>Network systems</strong></td>
<td>Any device that connects to the University of Wisconsin, Department of Medicine network either via a wired or wireless connection</td>
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<tr>
<td><strong>Computer equipment</strong></td>
<td>As defined by the standards of the Department of Medicine IS Committee, this includes desktops and laptops.</td>
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6.0 Revision History
Version 1.0 02-13-2007
Version 2.0 09-03-2