

Technology Use

Authorizing Body:	Office of the Dean
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Rationale:

OU provides computing, networking, and information resources to its students in support of OU's mission of teaching, research, and public service. OU requires that all members of the OU community use OU's Computing and Network Resources in a responsible and ethical manner. As such, students' computer usage is governed by OU's broad Information Technology Policies (see University [Administrative Policy#890; Use of University Information Technology Resources](#)).

In addition to OU's Computing and Network Resources, the School of Medicine also provides students with computers and software compatible with electronic courseware and computer technology used only by the School of Medicine. Therefore, this Medical Student Computer Policy sets forth those specific requirements that are in addition to Administrative Policy #890 and that govern the use and management of computers assigned to students.

Scope and Applicability:

All students enrolled in the School of Medicine

Standard Practice Guideline:

Generally: Students shall use Computing and Network Resources and Medical Student Computers primarily for activities relating to instruction, research, and curriculum-related community service activities, and only secondarily for limited personal use. Students must also comply with the respective informational technology policies of the School of Medicine's clinical affiliates when participating in clinical assignments. In all cases, students must respect the rights of other users and the integrity of the systems.

Students shall not use or attempt to use Computing and Network Resources or Medical Student Computers without authorization or to display, print, store, or transmit electronic information by text, image, video, or sound that:

- interferes with the academic progress of an OU student;

- accesses or uses another person's password, account, files or e-mail without the owner's permission;
- allows unauthorized use by other persons;
- could be offensive or harassing to a reasonable person;
- violates another person's reasonable expectation of privacy;
- is Protected Health Information;
- misappropriates intellectual property owned by others such as copyrighted materials;
- violates an OU code of conduct;
- interferes with OU operations;
- alters, reconfigures or masks a Computing and Network Resource;
- circumvents a security system or security mechanism;
- hacks into another network or another person's computer;
- loads a computer virus, Trojan horse or worm;
- violates OU's Technology or other policies;
- violates a license or other contractual obligation;
- is in support of a political campaign;
- is for profit or non-profit business or other commercial purposes; or
- is illegal under any Federal or State law or OU ordinance.

Medical Student Computers: It is integral for the School of Medicine's effective delivery of computer-assisted education that all students use uniformly compatible computers and software with the distance learning, electronic courseware and other computer-related technology used by the School of Medicine. Therefore, all students must obtain a Medical Student Computer directly and exclusively from the School of Medicine, and use that Medical Student Computer throughout the medical student's enrollment in the School of Medicine for all School of Medicine academic and clinical work.

Medical Student Computers contain an encrypted-password protected file store that must be used for all data files, and only software approved by OU can be installed on the Medical Student Computer.

Students are solely responsible for their Medical Student Computer and the data located on their Medical Student Computer. Students must use their best efforts to ensure that their Medical Student Computer and the data located thereon is not damaged, stolen, lost or otherwise harmed. Students are solely responsible for backing-up their data. Upon request, students may also back-up their data on OU servers. If a Medical Student Computer is stolen, lost, damaged or otherwise harmed, the medical student to whom the Medical Student Computer was assigned will be financially responsible for its replacement and/or repair.

The School of Medicine manages all software installations, reinstallations and repairs to Medical Student Computers. Students must take all Medical Student Computers to the School of Medicine's Helpdesk for installations and/or repairs and not to vendor facilities, repair entities, or attempt to make software installations or repairs themselves.

Students must return their assigned Medical Student Computer to the School of Medicine immediately upon demand by OU and within three (3) business days of their: (a) withdrawal or dismissal from OU; (b) failure to pay tuition or fees when due; (c) commencing a leave of absence of more than two weeks duration.

Procedures:

Students should direct all questions they have regarding what is, and what is not, appropriate and acceptable use of Computing and Network Resources and Medical Student Computers to the Associate Dean for Educational Information Technology and/or the Director of Research Training.

Students must report suspected violations of this Medical Student Computer Policy to the Associate Dean for Educational Information Technology. All violations will be referred to the appropriate OU and School of Medicine official or law enforcement agency.

A violation of OU's **Use of University Information Technology Resources** Policy or this Medical Student Computer Policy may result in: losing privilege of using Computing and Network Resources and Medical Student Computers; sanctions imposed by other OU and School of Medicine policies including the Student Code of Professional Behavior; and/or prosecution under applicable law.

Definitions:

"Computing and Network Resources" means OU's entire computing, network and all OU information technology resources and includes all data and information in electronic format or any hardware or software that makes the processing, transmission, storage or use of such information possible. Some examples are access identity accounts and login processes; communications devices; computers; terminals; peripherals; data; databases; digital images; digitized information; electronic mail; messaging; networks; network electronics and access points; servers; software; storage devices; web sites, blogs and public information services; and workstations.

"Medical Student Computer(s)" means OU owned computing devices such as laptop computers assigned to individual students.

"Protected Health Information" means health information that: (a) is created or received by a health care provider, health plan, employer or health care clearinghouse; (b) relates to an individual's past, present or future physical or mental health or condition, provision of health care to an individual; or payment for the provision of health care to an individual; and (c) identifies the individual, or with respect to which there is a reasonable basis to believe that the information can be used to identify the individual; that is maintained or transmitted in any form or medium.

Related Policies and Forms:

[Oakland University Administrative Policy #890; Use of University Information Technology Resources](#)

Beaumont Health Systems Code of Conduct, Confidentiality and Computer Systems Usage Agreement

Beaumont Health System HIPAA Violation

Appendix: