Oakland University William Beaumont School of Medicine Policy

SERIAL NUMBER:

NAME:

SUBJECT: Medical Student Computer Policy

AUTHORIZING BODY: School of Medicine and University Technology Services

RESPONSIBLE OFFICE: School of Medicine, Office of Educational Information Technology

DATE ISSUED: August, 2011

LAST UPDATE:

RATIONALE: Oakland University provides computing, networking, and information resources to its students in support of the University’s mission of teaching, research, and public service. The University requires that all members of the University community use the University’s Computing and Network Resources in a responsible and ethical manner. As such, medical students’ computer usage is governed by the University’s broad Information Technology Policies (see University Administrative Policy #890; Use of University Information Technology Resources at http://www2.oakland.edu/audit/Policy890.doc).

In addition to the University’s Computing and Network Resources, the School of Medicine also provides medical 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 medical students.

POLICY:

Generally: Medical 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. Medical 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, medical students must
respect the rights of other users and the integrity of the systems.

Medical 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 a University 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 a University code of conduct;
- interferes with University 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 the University’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 University ordinance.

Medical Student Computers: It is integral for the School of Medicine’s effective delivery of computer-assisted education that all medical 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 medical 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 the University can be installed on the Medical Student Computer.

Medical students are solely responsible for their Medical Student Computer and the data located on their Medical Student Computer. Medical 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. Medical students are solely responsible for backing-up their data. Upon request, medical students may also back-up their data on University 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. Medical 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.

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

**SCOPE AND APPLICABILITY:** All medical students.

**DEFINITIONS:**

“Computing and Network Resources” means the University's entire computing, network and all University 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 University owned computing devices such as laptop computers assigned to individual medical 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.

**PROCEDURES:** Medical 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.
Medical 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 University and School of Medicine official or law enforcement agency.

A violation of the University’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 University and School of Medicine policies including the Student Code of Professional Behavior; and/or prosecution under applicable law.

**RELATED POLICIES AND FORMS:**

University Administrative Policy #890; Use of University Information Technology Resources at [http://www2.oakland.edu/audit/Policy890.doc](http://www2.oakland.edu/audit/Policy890.doc)

Medical Student Computer Receipt, Acknowledgement and Agreement

**APPENDIX:** None

SIGNATURE________________________________________________________________________________

PRINT NAME ________________________________________________________________________________