HITECH Policy   164.312(b)

Responsible Office	PHI Oversight and Review Committee	Effective Date	01/01/2010
Responsible Official	College of Dentistry Security Officer	Last Revision	05/31/2022
Reviewed by	PHI Oversight and Review Committee	Review Date	05/31/2022

Scope

This policy applies to the College of Dentistry's Procedures for Computing Products.

Policy

General Statement

Departments must work with Technology & Media Services (TMS) to purchase all technology/computer related items including desktops, laptops, printers, software and peripherals for faculty, staff and student use. A University departmental PCard should **NEVER** be used to purchase any IT related hardware or software, including digital cameras without approval from the Director of TMS. Please refer to the [College's Computer Inventory and Purchasing Policy](#) for additional details.

Support for installing or fixing IT related equipment, including software installations will follow the following priorities. Priority ranking is Level 1 highest to Level 4 lowest.

- Level 1: nonfunctioning equipment or software.
- Level 2: installation of hardware, software or peripherals designated for collegiate use.
- Level 3: reassignment of equipment within the College.
- Level 4: collegiate computer set ups for home use.

Minimum Computer Requirement

Collegiate PCs must meet minimum hardware and software requirements in order to be used for collegiate business. The PC must be able to run supported operating systems, and fully patched versions of collegiate software. TMS will annually provide departments with a list of computers falling under the minimum PC requirement. It is the responsibility of the department to, budget for replacements, and work with TMS to replace computers on the list.

Adding Peripheral Devices and/or Software

Once a computer has been issued to a user, you must contact TMS to add any additional hardware or software. TMS will determine compatibility and advise appropriately. Adding any personal devices or

software to collegiate computers is restricted and must be approved by the TMS director before the installation can be completed. **NOTE:** Users must never download and install software from the Internet to any computer in the college. All software updates or downloads are to be managed by TMS to ensure software meets our security model, is properly licensed and is free of malware or viruses.

Relocation of Networked Equipment

To ensure the integrity of network resources and inventory management, TMS must authorize the relocation of all IT related equipment in the college, including computers, printers and peripherals. Users needing equipment relocated or reconfigured, must contact College of Dentistry Help Desk for support.

Responsibility of Equipment

Departments will be responsible for all equipment (desktop PCs, laptops, printers, etc.) placed within their domain. Costs may be incurred by connecting equipment to the University network (ITS activation charge), or by purchasing all consumable items for printers. **NOTE**: Recycled toner cartridges for printers are NOT recommended and in some cases may void your warranty or maintenance contract.

Printers

If a printer is not working properly, contact the College of Dentistry Helpdesk. If TMS deems the printer needs repair, TMS will make a service call whether the printer is on a maintenance contract or not. Service calls are paid with the UI Procurement card and charged to the department.

Resources