Student Policy on the use of University of TN Health Science Center-College of Medicine-Chattanooga (UTHSC-COM-C) provided computers

This policy is applicable to all current UTHSC-COM-C students who are conducting clinical research projects under the supervision of a UTHSC-COM-C faculty member.

Only medical students that are conducting clinical research projects under the supervision of a UTHSC-COM-C faculty member and who need ongoing access to clinical data once they leave the Chattanooga campus will be eligible to check-out a UTHSC-COM-C/Erlanger joint owned computer (laptop). Laptops must be checked out in person by the student on the UTHSC-COM-Chattanooga UME Office during normal business hours. All laptops must be returned in-person to the UTHSC-COM-Chattanooga UME Office during regular business hours.

In order to obtain the device, the student must complete the Laptop Borrowing form and obtain PI signature and provide proof (IRB approval letter) of his/her participation in an IRB approved clinical research project to the Associate Dean for Research for approval. This should be completed at least 2 weeks before departure to allow IT to set up the computer. Students can obtain the IRB approval letter by using their credentials to log into IRB Net. These UTHSC-COM-C owned computing devices are state property and are provided for research purposes only. They should not be used for personal projects or entertainment. Please refer to UTIA IT0110- Acceptable Use of Information Technology Resources Security Policy (AUP) for further information: [UTIA IT0110 - Acceptable Use of Information Technology Resources Security Policy (AUP) - UT System Policies (tennessee.edu)](#)

Students are expected to return the laptop within 30 days of the conclusion of their involvement in the research project or when requested by the UTHSC-COM-C Associate Dean of Research. Regardless if the research project is completed, students are expected to turn in their laptop in person 60 days prior to their graduation date. Additionally, all research laptops must be returned in-person to the UTHSC-COM-C-UME Office during regular business hours. Failure to return the laptop will result in a hold on the student's diploma and transcripts.

The student user shares responsibility for the security of all research data stored on, or carried with, the device. The computer use will be monitored by the Erlanger Health Information Technology department to guarantee the security and privacy of the research data.

The student cannot install any unapproved software, or alter the hardware of the device without prior approval from Erlanger IT.

The student will be responsible for notifying Erlanger IT at 423-778-8324 as soon as possible regarding the following:

- Physical damage
- Loss or theft
- Suspected security or malware issue(s)
- System or software errors

Additionally, students may email the helpdesk at service@erlanger.org if it is not an emergency.

With regards to the laptop:

- Each user is responsible for the physical security of that device, regardless of whether the device is used at the office, at one's place of residence, or in any other location such as a hotel, conference room, car, or airport. Users are expected to provide reasonable care and effort to protect the device.
- The equipment may not be transported as checked luggage on public transportation. The user is to keep the equipment in their possession at all times while travelling.
- University-owned computing devices must not be taken out of the country without the explicit approval of either the Erlanger Health Chief Information Officer or the UTHSC-COM-C Associate Dean for Research.

Erlanger IT Responsibilities

- In the case of maintenance or repairs causing an extended period where the device is unavailable, UTHSC-COM-C & Erlanger IT will make every effort to provide a loaner device to minimize any disruption of work.
- Before providing the device to the end-user, Erlanger IT will ensure it is securely configured.
- Erlanger IT will provide support and assistance in a timely manner for any UTHSC-COM-C provided hardware, or supported software.
- Before conducting any major hardware or software maintenance or repairs, Erlanger IT staff will make backups of the data on the system if possible.
- Erlanger IT will implement and maintain procedures to update, maintain, and enhance the availability, integrity, security and data protection provided by the device.

UTHSC-COM-C Responsibilities

- Computing devices have a reasonable lifetime. If a device has exceeded its reasonable lifetime, the device will be retired in accordance with Erlanger IT policy.
- UTHSC-COM-C should ensure that a copy of this policy is provided to all medical students who have been approved to conduct longitudinal clinical research. UTHSC-COM-C will retain a signed statement that acknowledges receipt and awareness of this policy.
- UTHSC-COM-C will notify Erlanger IT before transferring primary usage of the device to the student. Erlanger IT will review and reconfigure the computer as necessary.
- UTHSC-COM-C will maintain basic records of who has which device and for what period of time.
- Upon return of equipment from the medical student, UTHSC-COM-C assumes all user responsibilities until the device is transferred to the Erlanger IT department.

Reporting Loss or Theft

- The student is responsible to report a theft immediately to the appropriate local law enforcement authority (University Police if on campus), Erlanger IT and UTHSC-COM-C UME Office as soon as the theft has been discovered.
- The student must provide the police report of the theft to Erlanger IT and the UTHSC-COM-C UME Office office as soon as available.

University Police (Memphis):901-448-4444

Erlanger Health IT: 423-778-8324

UTHSC-COM-C:423-778-6956