

Policy 904 Technology and Software

Policy Number: 904

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Scope

This Policy on Technology and Software applies to predoctoral researchers (“Covered Individuals”) of The Graduate School of the Stowers Institute for Medical Research (“School”).

Purpose

The purpose of this Policy is to establish guidelines for possession and use of laptops and iPads (“hardware”), related devices, and software provided to Covered Individuals by the School.

Policy

One benefit provided by the School to Covered Individuals is a laptop with necessary related devices (e.g., adapters) and software (“equipment”). This equipment is owned by the School and is issued to Covered Individuals once, when they start the graduate program. An iPad may be loaned from the School to Covered Individuals if needed for coursework. It is the responsibility of each Covered Individual to be a responsible steward of this School equipment.

The School selects and purchases the brand, model, size, and capabilities of the equipment that is issued, including necessary related devices, such as adapters for charging or giving presentations. The School purchases software for the hardware that is needed by all Covered Individuals during their module courses and lab research. Covered Individuals must use the equipment issued by the School for the module courses, and may use it and/or other equipment in the lab during lab research.

Covered Individuals should protect the laptops by purchasing covers and/or bags for them. Laptops and related devices should be labeled with a Covered Individual’s name. Related devices should be organized so they are available when needed. Covered Individuals should use care with the hardware to make sure it is not dropped; otherwise damaged by liquids, force, heat, or other methods; or lost.

If equipment needs to be repaired, a Covered Individual should notify the School office. If a member of the Stowers Resource Management (“SRM”) Information Technology (“IT”) department, or a vendor authorized by IT and the School, determines that the damage to the equipment is no one’s fault (e.g., a manufacturing defect), the School will pay for the repair or replacement of the equipment. If IT, or a vendor authorized by IT and the School, determines that the damage to the equipment is due to misuse or neglect, the Covered Individual is responsible for paying for the repair or replacement of the equipment. Regardless of who may cause damage to the equipment, the Covered Individual is responsible for the cost of repair or replacement of the equipment issued to them.

If equipment needs to be replaced, a model most similar to the one originally issued to the Covered Individual will be purchased from an authorized vendor by the School. If the Covered

Individual is responsible for the cost of the replacement, they will pay the School for it. While equipment is being repaired, loaner hardware or a related device may be issued to the Covered Individual from the School.

During a Covered Individual's rotation or thesis lab research, a research project may require additional software. With concurrence of IT and the thesis advisor, the additional software may be purchased by the lab for use on the Covered Individual's laptop.

It is recommended that Covered Individuals not add software programs to the hardware for personal or professional use. If programs are added and they adversely affect the performance of the hardware or take memory that is needed for a course or lab research, the Covered Individual will need to remove the additional programs from the hardware. If an added program corrupts the hardware, the Covered Individual will be responsible for paying for repair by a vendor authorized by IT and the School.

It is recommended that all files and documents be saved to SRM personal, common, or cloud drives. Files that are saved only to the hardware are not backed up and will not be able to be retrieved if hardware is damaged or lost. In all instances, Covered Individuals must abide by Policy 129GS, "Use of Computers and Phones," and other related policies.

When a Covered Individual arrives at the Stowers Institute for Medical Research (SIMR) from travel outside the United States, for security purposes the hardware is wiped and reimaged before allowed to access the SIMR network. Prior to bringing the hardware to the SIMR campus, the Covered Individual needs to back up any data on the hardware and contact IT to make arrangements for IT to receive, reimage, and return the hardware in a timely manner.

Upon graduation from the School with a Ph.D. degree or a master's degree, a Covered Individual may keep the laptop and related devices that were issued to them. Due to licensing agreements with software providers, access to some software programs ends when the Covered Individual completes the graduate program. Prior to leaving SIMR, the Covered Individual needs to back up any data on the laptop and contact IT to make arrangements for IT to receive the laptop, wipe it, return it to factory settings, and return it to the Covered Individual in a timely manner. If a Covered Individual withdraws from the School, all equipment must be returned to the School in good, working condition on or before the Covered Individual's last day at the School. If any equipment is missing or damaged, the Covered Individual may be responsible for paying for replacement or repair.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 15, 2020.

This Policy will be reviewed by the GSSIMR Board of Directors in 2022.