

**Department of Family Medicine and Population Health
Division of Epidemiology
Virginia Commonwealth University
Technology Use Policies and Procedures**

1. All applicable University technology-related policies apply to technology use in One Capitol Square. The following additional policies have been established.
2. **Food and Drink.** Food or drink are not allowed near computers OR IN COMPUTER LABS. This policy is strictly enforced.
3. **Software Installation.** Installation of individual software programs is not allowed on computers. If a student or faculty member needs to have a software program installed for instructional purposes, he or she must contact the SOMTech (School of Medicine Technician - 828-2227) for authorization and assistance.
4. **Network Space.** Users may store files on the network space made available for this purpose, but they should keep backup copies of all documents. Lab computers have a program installed on them that prevents users from saving any changes to the hard drive. Users should be aware that any files stored on "S/Student Shared" folder are not secure and can be accessed by anyone else using the machines.
5. **Licenses.** All of the department's computers are connected to the Department's Network Server. The use of any programs on the Department Server or the lab and classroom computers is subject to the applicable license agreements.
6. **Printing.** Printing supplies are expensive and therefore printing should be limited to course-related work only. Printing for purposes not directly related to coursework in the department is not permitted.
7. **Broken Equipment.** Broken equipment should be reported to School of Medicine technicians (SOMTech, 828-2227), including the location and name of the equipment (if labeled) and the exact nature of the problem. Repair of broken equipment is only done by the School of Medicine technicians or an appropriate outside vendor. Individual attempts to repair equipment are not allowed and may void warranties.
8. **Multiple Logons.** Logging on to more than one computer at a time is prohibited.

CHECK BELOW TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD, AND AGREE TO THE POLICIES.

Last Initial ONLY

First Name and Middle Initial

Date

I have read and understood all of the Technology Use Policies and Procedures