

The University of Texas School of Public Health at Houston Policy on Personal Computers

Purchase of Computers

- Faculty who do not have available external funding and state-funded staff are provided one desktop personal computer (PC) on a 42-month replacement cycle. Minimum configuration requirements of the PC are determined by SPH Information Technology (IT) Services within the guidelines of the UTHSC-H.
- PCs are either taken out of service at the end of the 42-month cycle, if they are below minimum configuration requirements, or redeployed, at the discretion of SPH IT Services, for appropriate on-campus use. Such PCs are not available for reassignment for home use. Replacement of PCs from school resources is subject to fund availability. In the event funds are not available to replace a PC, the PC will stay in service until funds are available.
- All PCs must have an operating system of at least Windows 2000 or higher to connect to the UTHSC-H/UTSPH network (minimum standards subject to upgrading on annual basis).
- All PCs purchased with institutional funds (all fund sources) must be tagged for inventory.
- Faculty may use extramural funds to purchase PCs that meet the minimum configuration requirements determined by SPH IT Services within the purchasing guidelines of the UTHSC-H.
- Faculty should plan initial extramural budgets to provide for faculty and staff PCs and as well plan for replacement of PCs, on average about every 42 months. Budget planning at the onset will allow replacement PCs to be rotated into project activities over time.
- Following implementation of this policy there will be a period of time for extramural projects to begin implementation of this plan. In the interim, extramural project related PC need requests should be routed to the SPH Director of IT for review, with final approval by the Associate Dean for Research. SPH will attempt to assist with replacement PCs, subject to availability of school resources.
- When a PC related security or functionality issue arises and the person to whom the PC is assigned is extramurally funded and there is insufficient budget for replacement, SPH will attempt to assist with a replacement PC, subject to availability of school resources.

Support for Computers

- SPH IT staff are available for general desktop support for all PCs owned or managed by the university via telephone or email during business hours and for emergency support other times.
- All PCs owned or managed by the university will be serviced by SPH IT Services staff on site at the employee's home campus.
- All users of PCs owned or managed by the university are expected to know and comply with published university policies and procedures documented at [HOOP Chapter 17](#) and detailed

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in the Information Resources Security Manual:
<http://is.hsc.uth.tmc.edu/css/risk/riskmanu.html> .

Off-site Computers

- All PCs owned or managed by the university (all fund sources) must have a signed property removal form through the Office of the Associate Dean for Management if they are taken off campus for any reason.
- Faculty may purchase PCs for business use at home with extramural or discretionary funds. Such PCs are covered under the same policies as on-site PCs.
- Staff in exempt positions under the Fair Labor Standards Act (FLSA) may be authorized to have an off-site PC for business use, if it is purchased from extramural or discretionary funds.
- Staff members in FLSA non-exempt positions have restrictions on hours worked and thus PC use at home is usually not approved. Any such use must be approved by their supervisor as a component of regular job responsibilities with supporting documentation to the Associate Dean for Management.
- All off-site PCs must be brought to the SPH campus, preferably the home campus of the employee, for service and necessary security maintenance. The employee is responsible for safe transportation of the PC to and from campus.
- As of fall 2004, numerous old PCs using the Windows 98 operating system, have a property removal form assigning home use. As these Windows 98 and other aging PCs are brought in for service, those which cannot be upgraded to at least Windows 2000, have at least a 500 megahertz processor, and have 256MB RAM, will be taken out of service by the SPH IT Services staff (minimum standards subject to upgrading on annual basis). These PCs will not be replaced with school resources.
- Employees approved to have PCs for home use are bound by the same business-use requirement as on-campus PCs. The PC is the property of the university and all business conducted and files stored on the device are subject to review by the university.