

User Agreement for Jefferson Stipend-Funded Personal Computing Devices

This document provides policies, requirements and responsibilities for the use of personal computing devices funded by Jefferson departmental stipends and reimbursements. Such devices are referred to herein as a 'personal device'.

Acceptable Use

Personal devices must abide by the following:

- Access to the Jefferson secure clinical network (hard-wired Ethernet connection or 'Jefferson' wireless) is prohibited. If the device must access the clinical network, then a Jefferson standard device must be purchased through IS&T by submitting a request via the [Self Service Portal](#).
- Storing Jefferson-owned or patient data on the device is not permitted. This includes internal, confidential, restricted or regulated data, as defined by Jefferson policy number [126.02, Data Classification and Handling](#).
- Apple (Mac) devices are not sanctioned for access to Jefferson clinical systems.

User Responsibilities

It is the user's responsibility to ensure that the personal device running Microsoft Windows or Mac OSX has an antivirus application installed and activated with the antivirus definition files updated regularly.

Any expenses incurred outside of the department's stipend contribution is the sole responsibility of the user.

Computers, tablets, laptops and related accessories are considered 'non-reimbursable expenses', as stated in Jefferson policy number [102.68, Travel and Non-Travel Expense Reporting and Reconciliation](#).

IS&T Responsibilities

IS&T does not provide any hardware or software support for personal devices. Device issues should be directed to the vendor who warranties the product. The user is personally liable for all support costs associated with his or her personal device.

User Acknowledgment and Agreement

By signing this document, I acknowledge and agree to comply with the requirements of this policy. I understand that IS&T will not provide any technical assistance, hardware or software, for this personal device. Jefferson reserves the right to revoke this privilege if I do not abide by the policies and procedures outlined above.

Department Administrator Signature

Date

User Signature

Date