

DIVISION OF PLANT SCIENCES TECHNOLOGY POLICY

Technology is an essential element of research, teaching and extension for the Division of Plant Sciences and for the University of Missouri. The following policies have been put in place to meet Division technology needs and to offer the support required for our growing division.

TECHNOLOGY PURCHASES

All computer equipment purchased with University funds and supported by the Division IT staff should be approved by the Division IT staff prior to purchase. The Division IT staff is available to assist with researching and quoting other technology purchases such as peripherals and software as well. The intent of this policy is to verify best pricing, appropriateness and necessity of the purchase and to maintain the Division equipment inventory.

[BPM-1204 Information Technology & Telecommunications Purchases](#)

[BPM-301 Delegation of Authority](#)

INVENTORY

An inventory of all computer equipment including desktop, laptop and tablet computers will be maintained and verified annually.

[BPM-407 Inventory of Movable Property and Equipment](#)

EQUIPMENT RELOCATION

Relocation of Division-supported computer equipment should be reported to Division IT staff. This will assist in keeping the required inventory up to date and in assigning required permissions and access to new personnel.

DISPOSAL OF EQUIPMENT

Equipment with any type of data memory should be brought to DPS IT staff for proper disposal.

Disposal of university property must be processed through surplus property. In order to ensure removal of licensed software and other sensitive information, electronic storage devices must be erased prior to transfer. Such devices include, but are not limited to desktop and laptop computers, copy/scanning/fax machines, servers, cell phones, smartphones, PDAs, digital cameras, and other hard drives, as outlined in the Business Policy Manual (BPM-308 Resale, Sale, or Disposal)

[BPM-308 Resale, Sale, or Disposal](#)

LOSS OR THEFT OF EQUIPMENT

If Division purchased equipment is lost or stolen it should be reported to the Division IT staff immediately. The Division IT staff will take the necessary steps to report the loss to the appropriate University offices and to look into replacement of the equipment if applicable.

[BPM-702 Loss of Money, Securities & Property](#)

Please review [Laptop/Notebook Computer Security: Loss Prevention Tips](#)

GRADUATE STUDENT COMPUTERS

While every effort will be made to locate computing equipment for Plant, Insect and Microbial Sciences (PIMS) graduate research assistants, faculty staff and students should understand that it is not the innate responsibility of Division to do so. Equipment supplied by the Division for PIMS graduate student use will remain part of the Division inventory. Once a student leaves the University, Division IT staff will either reallocate the equipment to other users or dispose of it. Typically, GRA's housed in Division

graduate student offices have access to a Division supplied printer. It is the responsibility of the GRA advisors for the students in these rooms to purchase toner and paper for these printers.

Computers purchased by a faculty advisor for a graduate student will be added to the faculty member's computer inventory and will remain part of their inventory until transferred to another program or sent to surplus property for disposal.

If computer equipment or software is required for a graduate student to complete their studies it is the responsibility of the faculty advisor to provide such equipment/software unless a previous agreement was made with the Division Director.

RETIRED PERSONNEL and/or THOSE LEAVING THE UNIVERSITY

University personnel may not purchase equipment with university funds six months prior to their retirement date, or after retirement, unless approved by the Division Director. Division funds are not available to purchase computer equipment for retired personnel but equipment may be available through University Surplus Property. There is no allowance for retired personnel to purchase their university computer for personal use unless it is done through University Surplus Property. All computer equipment must be returned to the Division IT staff prior to permanently leaving the Division.

The computer(s) that a faculty member uses during their employment may continue to be used for an additional six months after retirement, as is the policy for space. This is to allow for faculty to finish any writing, projects or graduate students. After that time, retired employees can request additional computer equipment use through the Division Director.

NETWORK REQUIREMENTS

Any Division computer permanently housed on campus and supported by the Division IT staff must be connected to the wired university network. This is to allow for a more secure environment and for remote management by the Division IT staff. As resources allow, core faculty are provided one data port paid by the Division. The cost of additional data port fees required by a faculty program must be paid by that program. This includes but is not limited to data ports required for dedicated equipment, staff and students.

PERSONAL COMPUTERS

If a personal computer is necessary for the business of the University it will be at the discretion of the Division technical staff under the advisement of the Division Director as to whether these devices will be supported. As a general rule personal computers will not be supported by Division staff.

University data must be removed from personally owned electronic storage devices prior to leaving the University. Employees should seek assistance from Division IT staff to ensure adequate removal of electronic data. <http://infosec.missouri.edu/assets/device-disposal.html>

University licensed software may not be installed on computers that are not owned by the University. There are often software discounts for personal purchase software and may be purchased either through TigerTech or at the MyServices website (<http://myservices.missouri.edu>).

Approved by DPS voting faculty: 17 April 2013