

## Shared HSC Computers and Storing Data Policy

All shared computers/technology in the Health Science Center (HSC) fall under the following parameters:

- Equipment and maintenance is funded by the HSC operating budget
- Equipment is maintained by the HSC IT/AV authorized contractor
- Equipment is provided for use as instructional stations only
- Instructional materials, or other data, may be stored at user's risk on shared technology and is at risk of being deleted at any time without warning.
- Per IT/AV contract, computers, etc. are reformatted and rebuilt, given software upgrades and new operating systems as needed
- Contractor does not back up shared computers

It is the responsibility of each instructor/staff user to ensure their materials are permanently backed up appropriately, outside of the shared technology.

This policy is consistent with the policies of both Western Technical College and the University Wisconsin-La Crosse. The La Crosse Medical Health Science Consortium is not liable for any loss of data from HSC equipment identified in the IT/AV contract.

*Approved by HSC Management Group July 21, 2017*