Portable electronic devices enhance clinical and education experiences with up-to-date information, patient education, teamwork, access to education resources, conference presentations, etc. Devices include, but are not limited to, smartphones, laptops and electronic tablets. The use of these devices for Faculty/Staff (hereinafter “Employee”) shall be bound by the following policies set forth by University of Hawaii, Department of Psychiatry (hereinafter “Department”).

1. Devices are required to have a password log-in, a maximum 15-minutes automatic shut-down and shall never be left unattended. Devices will be loaded with the appropriate security software, such as remote-wipe, and anti-virus/anti-malware that shall be updated on a regular basis. Passwords are not to be shared with others. Employees are not permitted to “jailbreak” or “root” their devices.

2. Employee agrees to HIPAA rules and regulations. No patient health information (PHI) is to be downloaded to any device or stored locally at any time. Patient data should only be accessed via a secure network.

3. Access to any hospital’s secure system (e.g., Citrix, Care*Link) will bind the Employee by that hospitals rules and regulations for remote access. When not using an application, the device should be closed immediately.

4. Employee agrees to abide by copyright rules. No copyright-infringing material shall be loaded on to devices.

5. Employees are responsible for payment of paid apps that do not directly benefit the Department. Appeals for funding of paid apps that benefit the Department may be sent to the Department Chair, Associate Chair, Program Director, or equivalent.

6. All devices purchased by the Department shall be returned to the Department at termination. The option to purchase the device will be left at the discretion of the Department in accordance with existing University of Hawaii/UCERA policies and procedures.

7. Employees will immediately inform the Department IT Specialist if the device is lost or stolen. The Department will not be responsible for lost, stolen or damaged devices. Employee will be responsible for all replacement and/or repair costs. Apple Care Plus has been purchased for each iPad issued. It is the Employee’s responsibility to work with Apple Care if needed, including applicable co-payments.

8. Any misuse of devices or violation of stated rules, including hospital/facility use policies, will subject the Employee to sanctions by University of Hawaii, UCERA and/or the respective Hospital.

Employee has read and agrees to abide by the above policy.

User’s Printed Name: _______________________________________
User’s Signature: _______________________________________
Date: _______________________________________

Revised 2/24/2015