

## **School of Dentistry Temporary Internet Assistance Policy**

### **I. Purpose**

This policy applies to internet hotspots owned and managed by The University of Minnesota School of Dentistry (SOD).

The goals of this policy are:

1. To establish criteria in which a SOD employee or student may be temporarily issued an internet hotspot.
2. To establish the duration of hotspot loans.
3. To establish the loan of hotspots as a means to connect employees to the internet for work-related tasks while making arrangements for long-term internet connectivity.

### **II. Policy**

- SOD will provide employees and students without alternate internet access temporary use of internet hotspots in order to fulfill their SOD roles.
- Internet hotspots will be provided based on device availability.
- Employees and students required to travel to areas without internet as part of their roles will be issued a hotspot for the duration of their travel.
- Employees borrowing internet hotspots to work from home must return internet hotspots within 60 days while arranging alternative internet options.
- Internet devices are to be returned with all boxes and cords within 7 days from the end of the loan.

### **III. Department/Unit Responsibilities**

The School of Dentistry Dental IT department is responsible for on-going adherence to the policy as well as the internet hotspot account. Contact [dentalit@umn.edu](mailto:dentalit@umn.edu) with any inquiries on the policy or for device support.

Policy Owner:	School of Dentistry Dental IT
Approved by:	Council of Chairs
Approval Date:	1/13/21
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