

St. Cloud Technical & Community College

Policies and Procedures

Chapter S5 – Administration

S5.8 iPad Policy

Update Revision Responsibility: Vice President of Administration

This policy is designed to facilitate the purchase of iPads (or similar tablet device) and maintain compliance with College Equipment Policy.

An iPad may be requested by employees where availability of the iPad is integral to the performance of specific duties in the employee's job description. All requests must be accompanied by clear justification of academic/business purpose and proper departmental and budget approvals.

iPads purchased with College funds fall under the same policies and procedures as any other pieces of equipment as outlined in existing policies located on the SCTCC web site.

iPads purchased through the College will be considered a College technology asset and tagged and inventoried through the asset management system. iPads are carefully tracked and assigned to the individuals using them. When an iPad assignment change is made the iPad **must** be transferred back to the IT Services Department before it is assigned to a new user.

The following criteria will be considered by the departmental supervisor when reviewing the iPad authorization request:

- Availability of the iPad is integral to the performance of specific duties within the employee's job description.
- The use of the device significantly enhances the productivity of the employee.
- The device fits within the departmental budget.

Faculty Shared Governance Council President or AASC Chair Review: _____

College President: _____

Date of Adoption: _____

Date of Implementation: 4/30/12

Date repealed or replaced: _____

Date: 4/30/12

Date: 4/30/12

St. Cloud Technical & Community College

Policies and Procedures

Chapter S5 – Administration

S5.8.1 iPad Procedure

Steps for purchase:

1. All purchase order requests for iPads must be accompanied by a signed and properly authorized *IPAD Authorization Form*. The iPad Approval Form can be obtained by downloading the form from the SCTCC's web site.
2. The request will be reviewed for adherence to the criteria listed in the iPad policy and approval will be granted by the Supervisor of the Department.
3. The iPad request will then be forwarded to the CIO for final authorization before the purchase order is executed.
4. Please note the following when executing the purchase order: The purchase order must include the AppleCare support contract. As a general rule, the college will not pay for data plans associated with iPads.

Additional procedures (after iPad has been acquired):

- Each iPad requires a unique iTunes account from which applications and utilities are installed and synced to a particular college-issued desktop/laptop computer. An iPad "image" is synced to only one iTunes account at a time.
- iTunes should be installed on the iPad user's college-issued desktop/laptop using the individual's existing iTunes account or a new one for use in syncing and backing up the iPad.
- Applications and utilities purchased for College business are to be purchased using prepaid ITUNES cards or through the Apple Volume Purchase Program and approved by the appropriate budget manager. No reimbursements will be made to individuals for applications purchased. Examples of appropriate iPad software are: productivity tools, discipline specific applications and other teaching tools.
- In the event the iPad user leaves the College, the iPad remains the property of the college. The iPad will be returned to factory settings and synced to a new iTunes account, as appropriate.
- iPads have no serviceable parts. If something goes wrong with the device, Information Technology Services technicians can attempt a hard rebooting of the device. Issues not resolved by rebooting will require the iPad to be serviced directly by Apple.
- iPad files are stored in a format that is not recoverable by the IT Department, so it is important to use iTunes to backup files using iPad/computer synchronization.

- The iPad user's department will be responsible for any charges related to the acquisition of individual applications for the device.
- Due to the multitude of applications available through the App store, the IT Department cannot provide support for individual applications.
- Printing is currently not supported with the iPad on campus. While third-party vendors' solutions are available, these solutions are not currently supported by the SCTCC IT Department.
- When the iPad is no longer needed by the person originally assigned the device, the iPad must be returned to the IT Department so it can be inventoried properly and returned to original factory settings for synching to a new iTunes account.

Faculty Shared Governance Council President or AASC Chair Review: David J. [Signature] Date: 4/30/12
 College President: [Signature] Date: 4/30/12
 Date of Adoption: _____
 Date of Implementation: _____
 Date repealed or replaced: _____

St. Cloud Technical and Community College
INITIAL AUTHORIZATION FOR IPADS (or similar tablet device)

The *St. Cloud Technical and Community College* may provide an iPad to an employee if it is determined by the St. Cloud Technical and Community College to be a necessary business expense under the following criteria:

1. Availability of the iPad is integral to the performance of specific duties within the employee's job description.
2. The use of the device will significantly enhance the productivity of the employee.
3. The device fits within the departmental budget. (Buying an iPad may mean the college is paying for two computers for an employee. Is this sustainable long term?)

Employee Name _____

Department _____

Phone: _____

Justification for this request: _____

Supervisor's Approval

I confirm the expenditure requested above meets the criteria for purchase of an iPad.

Signature

Date

Please submit this form with the purchase order request for the iPad.

CIO Approval

Signature

Date