

## TABLET FOR CLASSROOM USE REQUEST FORM

Name of Requestor: \_\_\_\_\_ Number of Devices Requested: \_\_\_\_\_

For use in the following courses: \_\_\_\_\_

Funding Department: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Type of Device Requested:  iPad  Microsoft Surface Pro  Other \_\_\_\_\_

iPads or similar devices may be requested by faculty for classroom use. When available and appropriate, funds may be sought from the Cal U tech fee budget.

**Describe planned instructional use of iPads in courses:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**List any apps that will be needed on this device:** \_\_\_\_\_

\_\_\_\_\_

**Describe the methods will you use to measure the effect of using the iPad on student learning outcomes and what improvements you expect:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Will you need any accessories besides the provided cover and charger? (subject to approval):** \_\_\_\_\_

\_\_\_\_\_

**Where will classroom devices be stored and secured when not in use?** \_\_\_\_\_

**Describe the frequency you expect these devices to be used in instruction:** \_\_\_\_\_

\_\_\_\_\_

**Describe any opportunities to use these devices collaboratively with another program or instructor:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will use best practices to safeguard all classroom devices. I will make every reasonable effort to prevent damage or theft of these devices.

\_\_\_\_\_  
Requestor's name (please print)

\_\_\_\_\_  
Requestor's signature

### APPROVALS:

\_\_\_\_\_  
Department Chair (Please print name)

\_\_\_\_\_  
Department Chair's signature

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
Provost / Area Vice President's signature

*After the appropriate signatures are obtained, please forward to the AVP of UTech, Manderino Basement, for final approval.*

### UTECH USE ONLY:

UTech Received: \_\_\_\_\_ Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

Ordered Received: \_\_\_\_\_ Distributed: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Device Requested:  iPad  Microsoft Surface Pro  Other \_\_\_\_\_

*See reverse side for disclaimers*

**DISCLAIMER:**

*The device user will be responsible for any charges related to the acquisition of personally purchased applications. The university will not reimburse the cost of such apps. Also, taxes may be charged on the purchase. There is no educational discount for apps purchased by an individual. Payment problems and disputes about individual apps purchased by the user are the responsibility of the user.*

*Certain web sites may not display in whole or in part if they use software required to run in the background. For example, certain Java sites, Oracle, Flash, ActiveX control, etc... will not function on the iPad. Video output with the use of an external adapter connected to a projector has limited support on the iPad. (The adapter is an additional purchase) Not all software can be viewed via the output option. An app must specifically be programmed to take advantage of the video option. The default iPad OS cannot be displayed via this option. A supporting application must be launched first in order to view the iPad OS. A program such as Keynote is designed to allow video output. Some programs, such as Safari, do not allow video output. Movies purchased via iTunes are designed as protected content and therefore cannot be viewed via the video output option. Output resolution is limited to 1024 x 768.*