



California University of Pennsylvania

POLICY: IPAD AND SIMILAR DEVICES GUIDELINE

A. Purpose & Scope:

The purpose is to establish guidelines and procedures to facilitate procurement and University Technology Services (UTech) support of Apple iPads and similar devices. iPads and similar devices are tablet computers designed, developed, and marketed as a platform for audio and video content delivery, such as, books, magazines, movies, music, apps and web sites.

B. Definition(s):

Academic Business Purpose - individuals who have iPads for Internet, email, etc. not directly related to classroom instruction

Classroom Use – refers to use in a classroom equipped with iPads or similar devices with all students using iPads or similar devices for classroom instruction.

Similar Devices- refers to other tablets, i.e. Android, Surface, etc.

C. Policy:

1. Requesting an iPad or similar device for Cal U Employees

1. An iPad or similar device may be requested by employees whose official duties are such that the use of the device significantly enhances the performance of the academic and business activities of that faculty or staff member.
2. Funds must be provided by the requesting department.
3. All requests must be accompanied by clear justification of academic/business purpose.
 - o Requests should include justification for any requested accessories.
 - o Requests should also include preferred cases and accessories.
 - o Planned use of the device.
4. Generally the university will not pay for any cellular voice/data plans associated with iPads or similar devices. Plans may be purchased by the individual. Any issues related to a data plan are the user's responsibility.
5. iPads or similar devices will not be permanently assigned to part-time employees.

2. Requesting iPads for Classroom Use

1. iPads or similar devices may be requested by faculty for classroom use.
2. All requests must be accompanied by clear justification of academic purpose.
 - o Requests should include:
 - Justification for any requested accessories
 - Planned use of the device

- How the impact of the iPad/tablet on student learning will be measured
 - What apps will need to be purchased (if known)
3. A standard cover will be purchased with the iPad or similar device.

3. Procurement

1. Devices purchased by the university will be considered a university asset and tagged and inventoried like desktop and laptop computers.
2. University purchased iPads or similar devices will be tagged with a Cal U inventory sticker and engraved with "Property of California University".
3. Apple Devices
 - a. Work-related standard applications will be purchase via the Apple's Volume Voucher Purchase Program (VVPP).
 - i. VPPP purchases will be made by UTech using Apple Voucher cards, redeemable in the App store. Apps will be purchased and the resulting link and code will be emailed to the person for whom the app(s) was purchased. UTech will track who received the purchased apps.
 - b. 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.
 - c. Please note that Apple requires the owner of devices and installer of apps to agree to sync no more copies than the number of voucher codes purchased by the VVPP; one cannot make a single purchase and sync to multiple devices unless an authorized license has been procured for each device. VVPP pricing generally reflects an educational discount and no sales tax will be charged when apps are bought via the VVPP. Not all apps are available for purchase by the VVPP. Not all apps have a discounted price. VVPP may require the purchase of 20 or more copies in order to get a discounted price.
 - d. Extended warranties, like AppleCare will not be purchased with tablet devices.
4. Microsoft / Other Devices
 - a. Android and other devices will have standard work-related applications (*i.e.*, Microsoft Office, Adobe, and Outlook). For other types of applications, please contact University Technology Services.

4. Support

1. iPads or similar devices are not substitutes for more versatile laptop computers, and should not be purchased as such.
2. Support for use of the devices and their apps is provided by the teaching and learning center and UTech.
3. UTech will not be able to perform repairs on iPads or similar devices. They have no serviceable parts. Therefore, if something goes wrong with the device, technicians can only attempt two possible fixes: a hard rebooting of the device or a complete restore of the operating system (OS). Problems not resolved by these fixes will require the iPad or similar device to be serviced by the company. This will cause a delay in availability of the device for the user.
4. UTech staff will support device accessories on a best effort basis.
5. "Jail breaking" (using software unauthorized) of the iPad or similar device is not supported by the university. UTech will not support any device that has been modified in this manner. This practice will void the warranty for the device.
6. iPad files are stored in a format that is not recoverable by UTech technicians. If an iPad has a hardware failure, the only possibility of recovering any document is if a backup file

stored by iTunes during the last iPad/computer synchronization is available. If one has not recently synchronized the iPad with their computer, any recent changes will be lost.

7. Compatibility between programs cannot be guaranteed. For example, there is no guarantee that a document created in Microsoft (MS) Excel, on a PC or Mac computer, will be editable or completely viewable in the equivalent iPad Numbers application. The same applies to MS Word and Pages or Keynote/MS PowerPoint software.
8. Due to security issues and desire to maintain a stable and secure infrastructure, UTech reserves the right to deploy security policies and certain requirements to iPads and similar devices, including installing tracking software to prevent theft.
9. Printing is currently not supported on iPads or similar devices.
10. The synchronization computer should be a university provided desktop or laptop computer. This assures university data remains on university equipment.

Synchronization Computer Requirements:

Mac Computer Requirements

Mac computer with USB 2.0 port

Mac OS X v10.5.8 or later

iTunes 9.1 or later

iTunes account

Internet access

Windows Computer Requirements:

PC with USB 2.0 port

Windows 7; Windows Vista; or Windows XP Home or Pro with Service Pack 3 or later

iTunes 9.1 or later

iTunes account

Internet access

D. Procedure(s):

The following criteria will be considered by the approver when reviewing requested device(s):

1. Do employee's responsibilities include reading, reviewing, or commenting on large volumes of documents and is he/she willing to perform these duties in a paperless format?
2. Will the use of the device significantly enhance the productivity or effectiveness of the employee?
3. Will the academic and business activities of the employee be enhanced with the device?

Effective date: April 7, 2015

Adopted: April 7, 2015 by: President's Cabinet

Amended Date: