Tablet Computer Policy

Effective Date: 03-01-2015
Last Updated: 02-23-2015

Responsible University Officer:
Opinder Bawa
Vice President, Chief Information Officer

Policy Owner:
Director, Client Support Services

Policy Contact:
ITS Help Desk
I. POLICY STATEMENT
   A. All USF purchases of tablet computers from preferred vendors must be procured centrally through ITS and funded by local departments. Purchases from non-preferred vendors must be handled by the standard hardware exception request process and receive local departmental budget approval.

II. REASON FOR POLICY
   A. This policy is intended to enable USF to achieve discounts on tablet computers and to ensure compliance with purchasing agreements.

III. SCOPE
   A. This policy covers procurement of tablet computers using university or grant funds.

IV. AUDIENCE
   A. This policy is intended for USF faculty and staff purchasing or considering purchasing tablet computers using university or grant funds.

V. POLICY TEXT
   A. All USF purchases of tablet computers must be funded by local departments. Apple and Lenovo are University preferred vendors; therefore, Apple iPads and Lenovo tablets must be procured centrally through ITS to achieve discounts and ensure compliance with purchasing agreements.
   B. Procurement of tablets must be handled by the standard hardware exception request process. The tablet exception process is streamlined and requires only local departmental budget approval. Please click here for more information on the hardware exception request process.
   C. In 2012, cellular plans were added as an option for tablets. All cellular plans must adhere to the University Electronic Communication Policy.
   D. Tablets other than Apple and Lenovo may be purchased through P-card or other means upon hardware exception request approval by the local department’s budget approver. Upon receipt of tablet, it is the responsibility of the employee to bring the device to the ITS Help Desk for wi-fi conditioning and University asset tagging.
E. All tablets procured with University and grants funds are the property of the University. It is the responsibility of the employee to notify ITS when tablet is re-assigned to another member of the University or when the tablet has failed or reached the end of its life cycle.

F. ITS accepts donations of retiring tablets for re-purposing within the University as well as failed tablets to be properly disposed and recycled.

VI. PROCEDURES
A. (None)

VII. RELATED INFORMATION
A. (None)

VIII. DEFINITIONS
A. Exception (i.e. Exception Process)
   1. An action that is not part of ordinary and established ITS Policies, Standards, Guidelines, or Procedures. ITS supports technology addressed within the established Policies, Standards, Guidelines, or Procedures. ITS may not fully support non-standard technology, etc.

IX. FREQUENTLY ASKED QUESTIONS
A. (None)

X. REVISION HISTORY
A. 06-01-2010 – First publication
B. 03-01-2015 – Updated format and minor edits

XI. COMPLIANCE
A. Failure to follow this policy can result in disciplinary action in accordance with Human Resources Employment Handbook and Office of General Counsel employee and labor relations. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.
XII. POLICY EXCEPTION PROCESS
   A. A proposed exception request to ITS Policy requires a formal e-mail explanation related and in support of job function.
   B. A proposed exception request to ITS Policy, mentioned in 'XII.A', must be approved via email by respective department or division supervisor, Dean, or VP, before submitted to ITS for review.
   C. Forward approved email as stated in 'XII.B' to itshelp@usfca.edu for processing.
   D. Evaluation of ITS Policy Exception will escalate internally, and as applicable may include further review by: UITC subcommittee(s), the Information Security Officer, and others as appropriate at the request of VP for IT.

XIII. APPENDICIES
   A. (None)