

Nichols College

Policy on Tablet Computer Purchases

Policy

Tablet computers (Apple iPad, Samsung Galaxy as examples) have changed the perception of what technology people feel they need for their job. However, as with any technology, there must be a demonstrable business need for which a tablet is viewed as appropriate. This assessment is no different than the one which has been used for years in determining if a laptop or desktop computer was appropriate for an individual.

Employee Qualifications

The main criteria to be used in determining if a business need exists for using a tablet computer includes:

- Will the employee be doing an extensive amount of traveling, where they need to access various documents and files?
- Will the employee be teaching or presenting in an environment where utilization of a tablet computer will add value to the engagement?
- Is there an understanding on the part of the employee that there are trade-offs in utilizing this technology versus a desktop or laptop computer?
- Is there a commitment on the part of the employee to take the time to learn how to utilize the tablet computer?

Procedure

1. As with any other requirement for the purchase of technology on campus, an employee should first get their manager's approval that a tablet computer is appropriate for their job requirements.
2. Once approved, the employee should submit a help desk request for the tablet, and include in the request the justification for a tablet computer.
3. Any exceptions to this policy must be approved by the President's Council.

Clarifications

1. If the employee currently has a laptop computer, this will be replaced with a desktop PC at the time the tablet computer is issued to the employee.
2. Any applications that the employee wishes to purchase for the tablet, which are business related, must be purchased through the I.T. department via a help desk request.
3. Any accessories (cover, stylus, etc.) that the employee wishes to purchase for the tablet, and that are business related, will be the responsibility of the employee's department.

4. In as much as a tablet is viewed more like a “personal” computing device, compared to a laptop or desktop computer, the tablet (and its corresponding applications) is still a Nichols College asset and must be tracked as such.
5. When an employee is issued a tablet, they will be responsible for setting up their own personal account (such as iTunes) to manage the applications and content on their tablet.
6. With the pervasiveness of WiFi hotspots around campus and at most facilities that host business functions, the college will not pay for 3G or 4G service.

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