POLICY & PROCEDURES MANUAL	Classification Number: 6.3.1
WAYLAND BAPTIST UNIVERSITY	Revised: August 14, 2017

SUBJECT: **iPADS, TABLETS AND OTHER PORTABLE COMPUTING AND INSTRUCTIONAL RELATED DEVICES**

The purpose of this policy is to provide guidance to the employees of Wayland Baptist University regarding the use of iPads, tablets and other portable computing and instructional related devices, purchasing such devices, utilizing such devices on the Wayland Baptist University network (wired or wireless), and purchasing and downloading applications to these devices.

All other published Wayland Baptist University policies and procedures regarding the use of the Wayland network, the use of computers and software on the Wayland network, and other Wayland-owned technology devices, apply to the above-mentioned portable computing devices. Specifically, the policies in the Policy & Procedures Manual Section 6.000 relating to Computer Services apply to the above-mentioned portable computing devices, and are not reiterated within this policy.

Requisitioning and Purchasing Mobile Computing Devices for the University As stated in Policy 6.1.1, all computer related equipment paid for with Wayland Baptist University funds will be purchased through the department of information technology. The department of information technology will work with the requisitioning department for the specifications required for the mobile device before a purchase is made. Once purchased, the department of information technology will assist the requisitioning department in the setup of the mobile device. The IT Department will also regis
secure network and track the device and its assignee within an IT Department database.

Mobile computing devices will not be included in computer rotation. The department of information technology will assist in the disposal of mobile computing devices as part of their electronic recycling program. The information technology department will ensure that all WBU data, software and apps are removed or erased from any mobile device, or validate that the device is rendered unusable, before disposal.

Personal or Non-Wayland Owned Mobile Devices Personal or non-Wayland Baptist University owned mobile computing devices will not be allowed to connect to the Wayland Baptist University secure network. Connectivity to the student Wi-Fi will be available. WBU software and other WBU applications (apps) are not allowed to be installed on personal or non-WBU owned computers or mobile devices.

Wayland Baptist University will not reimburse any employee for personally owned equipment, apps or software they wish to be utilized for Wayland Baptist University work. All mobile computing equipment, software or apps must be approved by a budget director prior to purchase or use for the benefit of Wayland Baptist University.

Mobile Computing Devices and Termination of Employment - WBU owned mobile computing devices are the property y wig icoMC /P ETMC (n)11(i)-4(v)11(er)-6s)9(i)-4(t)n11(r)-7(appsm)6(o4( )22n)11(er)-6s/MCID 9-9(any

Purchasing of Mobile Computing Devices and/or Software or Applications (Apps) for Mobile Computing Devices with WBU funds

A WBU employee wishing to purchase a mobile computing device or a software application (app) for downloading to a WBU-owned mobile computing device must follow the procedures outlined below prior to purchasing such mobile device or any app(s) for a WBU-owned mobile computing device. Employees will not be reimbursed for apps purchased outside of the procedures outlined below.

1. The Wayland employee must email or otherwise submit in writing to the academic school dean,

b. <u>For Purchase of Software or Apps</u>   The approved purchase request will be forwarded to the designated app purchaser for the department or campus if it is a request to purchase a software app. The designated app purchaser will be an individual designated by the budget supervisor.

    i.   The designated purchaser will log into iTunes or the app store using an account linked to a university credit card provided by the budget supervisor.

    ii.   The store account used by the designated app purchaser will be linked to a special app purchaser email account created by the information technology department specifically for that purpose. The individually assigned WBU email account of the designated app purchaser should not be utilized for this purpose.

    iii.

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This policy statement supersedes all previous policy statements on this subject.