

<b>SAMFORD UNIVERSITY</b>		
<b>EFFECTIVE: 1/12 REVISED:</b>	<b>POLICY NUMBER 6.09</b>	<b>Page 1 of 2</b>

**APPLICABLE TO:** All Units

**RESPONSIBILITY FOR ADMINISTRATION:** Chief Information Officer

**TITLE:** Policy on Use and Provisioning of Mobile Computing Devices

**Definition:**

A Mobile Computing Device (also known as a tablet or handheld computer) is a small, hand-held computing device, typically having a display screen with touch input and/or a miniature keyboard and weighing less than 2 pounds. Network capabilities may include WiFi, Cellular, or other radio/wireless capability. Common operating systems are iOS, Android, and Windows, and product names include iPad, Galaxy Tab, HP TouchPad, and Motorola XOOM.

**Premises:**

Samford University provides computers to employees who need them in performance of their job. These computers are provided through a lease, which yields a program to keep technology refreshed, maintained, disposed of, and removes institution data on return to the leasing company. One machine is provided to each employee needing a computer and is either a full laptop/tablet or desktop, including full function keyboard and device connectors.

Samford University provides an extensive wired and wireless network on campus to meet the networking needs of all authorized constituents when on campus. Employees may use the wireless network on personal mobile computing devices for personal purposes.

**Policy**

In general, Samford University does not intend to provide Mobile Computing Devices to employees. In a small number of instances, an employee’s job may require high mobility, constant connection with university employees, and access to university provided data services. In this case, the university may provide specific types of mobile devices and communications facilities, with prior strong justification for academic or administrative purpose and approval by the Provost or a Vice President. For staff the request justification should detail how the device is required to do their job in a particular way as required by the University. An example of an approved staff request would be Admissions counselors. Faculty request justification should detail how the device will be used actively for instruction. An example of an approved faculty request would be nursing or pharmacy for clinicals. The Chief Information Officer must approve devices, network facilities, software and services provided by the University under this policy. The approving Provost or Vice

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President will determine the device/wireless capability/software to be used by the employee.

University provided Mobile Computing Devices are not to be used for any non-business related purposes. Unless specifically required for related job functions, and approved by the Provost or a Vice President, all Mobile Computer Devices should be purchased with WIFI-only capability. Requests for data plans will need to follow procedure within policy 4.20.

Employees who have a university-provided Mobile Computing Device will also be required to use a desktop computer, if a computer is needed, to help offset University costs. If the employee has a Mobile Computing Device and a computer is needed, when the university provided leased machine comes up for renewal, the leased device will be replaced with a desktop computer (Mac or PC).

**Employees using university computing, network and connection services, whether with a personal device or a university provided device, do so under policy, usage and security guidelines of the University. Protection and security of University owned and held data is strictly required. Employees should review Policy 6.02 “Data and Applications Security Agreements” for further information concerning confidentiality and associated access to University data.**

**Should legal or data integrity issues arise, such as loss of a device, breach of systems, loss of university data, illegal use, or any potential of the same, the university may take action to protect its resources. This may include remotely wiping and/or locking the device to prevent further unauthorized use and protect data, or taking possession of, securing, and/or disabling the device until all threat is eliminated.**

#### **Procedure**

1. The Provost, Vice President or director will work with Technology Services on the most appropriate Mobile Computing Device and wireless capability.
2. The employee or department request for a Mobile Computing Device, must be approved by the Provost or a Vice President and contain supporting documentation for academic/administrative purpose.
3. The cost of the Mobile Computing Device will be charged to a FOAPAL specified by the employee’s supervisor and must be budgeted in the appropriate cost center during the budget process.
4. Approval of any data plan must follow procedure within policy 4.20.