

Keene State College
Wireless Communication Equipment Policy (iPad /Tablet)

- A. Summary.** With the popularity of the Apple iPad and similar tablet devices, there have been increased requests to purchase these devices as a teaching tool as well as a productivity tool. This policy is designed to facilitate the purchase of these devices when a business need or academic endeavor can justify the purchase as well as ensure compliance with all KSC and USNH policies.
- B. Scope.** This policy applies to Keene State College and is intended to supplement KSC's [Cell Phone Policy](#).
- C. Eligibility.**
- 1. Department Funded:** KSC will allow department funding for purchases of iPads (or similar tablet device) for employees when the business need or academic endeavor necessitates it and/or it significantly enhances the performance of the department. Such devices are not substitutes for more versatile laptop computers, and should not be purchased as such. KSC will fund data plans, accessories, applications, etc. associated with iPads (or similar tablet devices) upon approval by the departmental supervisor. Approval of an iPad purchase with institutional funds requires documentation which includes supervisor and principal administrator approval. **See Purchase Approval Form (Staff) page 3.** These devices will be owned by KSC, are not taxable to the employee and are for business use. Employees agree to be responsible for devices that have been lost or damaged and/or replacement of said devices. Employees agree to carry the device with him/her, keep it charged and in operational condition, use it appropriately, and keep it accessible for job-related functions required by the College.
 - 2. Faculty Enhancement Funded:** Faculty members can use their professional enhancement funds to purchase these devices and must follow standard campus procedures for accessing these funds. Faculty will follow standard campus expense reimbursement procedures. **See Professional Enhancement Reimbursement Form (Faculty) page 4.** College PCards are not to be used to purchase these devices.
 - KSC will include the amount reimbursed to the employee from College funds in the employee's taxable income for the calendar year in which the reimbursement was made.
 - Devices purchased with faculty professional enhancements funds are considered "personal devices" (not institutional) and therefore devices that have been lost or damaged are the responsibility of the employee to repair or replace.
- D. Effective Date.** September 4, 2012 (Approved by Cabinet)

PURCHASE APPROVAL FORM (Staff)

Funding: KSC will allow department funding for purchases of iPads (or similar tablet device) for employees when the business need or academic endeavor necessitates it and/or it significantly enhances the performance of the department. Such devices are not substitutes for more versatile laptop computers, and should not be purchased as such. KSC will fund data plans, accessories, applications, etc. associated with iPads (or similar tablet devices) upon approval by the departmental supervisor. Approval of an iPad purchase with institutional funds requires documentation which includes supervisor and principal administrator approval. These devices will be owned by KSC, are not taxable to the employee and are for business use.

Justification – Requesting department provides written documentation:

- How will the iPad/tablet be used by the members of the department?
- What functionality/usability is provided by the iPad/tablet that cannot be accomplished with a College-issued desktop/laptop?
- Will the use of the device significantly enhance productivity?
- What measurable outcomes will be realized?
- Do the department’s responsibilities include reading, reviewing and/or commenting on large volumes of documents and is the department willing to perform these tasks in a paperless format?
 - If so, how much printing will be eliminated over the course of one year?

Fiscal Support for Request:

Budget Manager must file request and share with supervisor (of requesting department). Any exceptions will be reviewed and approved by supervisor. Principal Administrator approval is required before item(s) can be purchased.

Employee Agreement:

- Employees agree to comply with all policies related to utilizing wireless communication equipment on the College network and accessing College data including, but not limited to, the [Computer and Network Use Policy](#) (CNUP) and College [Data Access Policy](#).
- Employees agree to comply with KSC IT Group identified equipment security measures including the use of a passcode.
- Employees agree to be responsible for devices that have been lost or damaged and/or replacement of said devices.
- Employees agree to carry the device with him/her, keep it charged and in operational condition, use it appropriately, and keep it accessible for job-related functions required by the College.
- Employees agree to return the device to KSC upon resignation or termination.

PURCHASE APPROVAL FORM (Staff)
Wireless Communication Equipment (iPad/Tablet)

Request Justification:

Department Making Request: _____

Department Budget Manager: _____

Department Fund/Org: _____ **Amount Approved:** _____

Employee Certification: I certify that I will comply with the KSC iPad/Tablet policy and agree to its terms and conditions. (Duplicate this page if necessary to accommodate multiple signatures.)

Employee Name: _____ Employee ID#: _____

Employee Signature: _____ **Date:** _____

Approval: I confirm the expenditure requested is justified based on the official duties of the KSC department and employees named above.

Supervisor Name: _____ Department: _____

Supervisor Signature: _____ **Date:** _____

PA Signature: _____ **Date:** _____

PROFESSIONAL ENHANCEMENT REIMBURSEMENT FORM (Faculty)
Wireless Communication Equipment (iPad/Tablet)

Please complete this form to receive reimbursement for the purchase of an iPad and submit along with an original purchase receipt to Accounts Payable.

Policy Summary: Faculty members can use their professional enhancement funds to purchase these devices and must follow campus procedures for accessing these funds. The whole policy can be found here:

<http://www.keene.edu/policy>

Employee Agreement:

- Employee agrees to comply with all policies related to utilizing wireless communication equipment on the College network and accessing College data including, but not limited to, the [Computer and Network Use Policy](#) (CNUP) and College [Data Access Policy](#).
- Employee agrees to comply with KSC ITGroup identified equipment security measures including the use of a passcode.
- Employee agrees to be responsible for devices that have been lost or damaged and/or replacement of said devices.
- Employee agrees to carry the device with him/her, keep it charged and in operational condition, use it appropriately, and keep it accessible for job-related functions required by the College.
- Employee acknowledges that partial or complete reimbursement to the employee from KSC funds for a tablet device that will be owned by the employee will be included in taxable income in the year such reimbursement is made.

Employee Certification: I certify that I will comply with the KSC iPad/Tablet policy and agree to its terms and conditions. I understand that my iPad/tablet will be listed as property subject to IRS regulations and treated as taxable income.

Employee Name: _____ Employee ID#: _____

Employee Signature: _____ Date: _____

For Business Office/Human Resources:

Budget Move: _____ Entered by: _____

POSN# _____ TRANS# _____ Entered by: _____