

Niagara County Community College



NCCC Tablet Policy

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Introduction:

The Office of Information Technology (OIT) provides the following guidelines for the purchase and support of using college funds to purchase a tablet.

Purchase: It is the responsibility of the user/department requesting a tablet to submit a purchase order. If assistance is needed selecting a model please complete an OIT help desk request and OIT will suggest a model to fit the needs of the user/department. Wi-Fi models are the only approved devices for purchase unless there is prior Vice President approval. Any and all accessories are the responsibility of the user/department.

iTunes Account:

If an Apple iPad is purchased complete a help desk request to have iTunes installed on the end user's computer prior to the purchase of the device. Once the software is installed it is the end user's responsibility to create an iTunes account. This account will be used to back up the iPad to the user's machine and access Apple's App Store.

G-Mail Account:

If a tablet is purchased that requires a G-Mail account to activate the device the account is the responsibility of the end user.

Purchasing Applications:

It is the responsibility of the user/department to purchase college business applications (Apps) using their college provided credit card. The College's Microsoft licenses agreement does not apply to tablet devices, therefore Microsoft Office cannot be installed on the device. If the user chooses to purchase Office it is the responsibility of the department to purchase and installed the application.

Support:

Due to quantity of applications that is available for download/purchase OIT is not able to provide application support. Since there are no moving parts in a tablet OIT is also not able to provide hardware support. For general support information, such as connecting to the college's email system, refer to OIT's support page on FYI.

OIT does not provide printing support from tablets. OIT does not provide support in connecting tablets to projection equipment.

General Information:

Any use of tablets must comply with the NCCC-Net and Security Policy. No confidential or personal identifiable information (PIA) is to be stored on the tablet, including in email form.

A passcode must be used to gain access to the tablet. In addition, an idle timeout of 15 minutes is to be configured.

All software, including applications and operating system, should be routinely updated. This helps to protect the device from any security flaws or bugs. It is the end users responsibility to assure the device/applications are up to date.

If the tablet is lost or stolen OIT should be contacted immediately. If college email is configured on the device OIT can remotely wipe all information that is stored on the device.

OIT reserves the right to periodically inspect and audit the iPad to assure proper security configuration and compliance with the college's policies.