Policy Title  Mobile Computing Devices Policy (10-01.05)

Policy Statement  Mobile computing devices may be used on and off campus to access campus resources in the conduct of university business, at university expense, when approval is given.

Reason for Policy  To safeguard university operating funds and provide for necessary communications capabilities to certain employees, approval for purchase of equipment and services shall be limited to faculty and staff whose job requires a mobile computing device, and/or frequent travel for University business.

Definitions  Mobile computing device – equipment such as cellular devices (e.g., TREO).

Supported device – equipment that is designated on the OTS website by brand and model as having service support through OTS.

Responsible Executive and Office  Responsible Executive
David F. Harnage
Senior Vice President and Chief Fiscal Officer

Responsible Office
Office of Technology Services

Entities Affected by this Policy  All divisions, colleges, departments and operating units.

Procedures  University Purchased Mobile Devices and Services

1. PDA Devices

Cost: The department will be responsible for the purchase of the supported device and any associated service plans. University funding shall only be used for supported devices.

Installation and support: OTS will provide installation and configuration assistance for any supported device to ensure that it connects securely and appropriately to a desktop computer or campus network through wireless capabilities.

Approvals needed: Department Head/Chair, Dean/Associate Vice President and Vice President.

2. Cellular Devices with Email, Data and Web Services

Cost: The department will be responsible for the purchase of the supported device,
any associated service plans and a one-time license fee for the synchronization server license. University funding shall only be used for supported devices.

Installation and support: OTS will be responsible for establishing service with a designated carrier. These devices will use a university maintained server to permit remote synchronization of email and data.

Approvals needed: Department Head/Chair, Dean/Associate Vice President and Vice President.

**Personally Purchased Mobile Devices and Services**

Employees may use their own devices and services on campus, and use university-purchased synchronization software.

Cost: The department will be responsible for the one-time license fee for the synchronization server license.

Installation and support: OTS will provide installation and configuration assistance for any supported device to ensure that it connects securely and appropriately to a desktop computer or campus network through wireless capabilities.

Approvals needed: Department Head/Chair, Dean/Associate Vice President and Vice President.

**Approval Date**  December 20, 2004

**Effective Date**  December 20, 2004