ADMINISTRATIVE REGULATION
AND PROCEDURE

Title: IPAD/TABLET PURCHASES Code: EE0201-A

Policy Reference: E0202, Policy Statement Governing Technology Use by Faculty and Staff; EE0202, Technology Usage Procedure; C0201, Harassment; C0700, District Employee Code of Ethics

Purpose: This procedure is intended to define the department and user’s responsibility for purchasing and using MATC owned iPads (and other tablet devices).

Policy: An iPad by design is a single user device. IT recommends assigning the device to one user. Only one mobile device per user is allowed. If more than one mobile device is required, the user must obtain written approval from the area vice president.

Ordering Process

To order a new iPad, the requestor must complete a Mobile Technology Request Form and obtain the required approval signatures. Departments ordering multiple iPads must follow the capital equipment ordering process and obtain approval through the area Vice President. Approved requests will be processed by the Information Technology Department. The Information Technology Department will contact the requestor after the iPad arrives. All college-owned iPads should have an MATC property tag on the back. If you do not see a MATC property tag on the iPad, please contact the Help Desk.

Passcode Requirement

At the time of delivery, the user will be shown the basic functionality of the iPad and guided through the process of entering a password to activate security lock. The user is shown how to change or update their passcode when needed. The security profile that enforces the passcode requirement cannot be removed.

iPads for Check-out

Requests for checkout are handled through the FIC (Faculty Innovation Center). There are a limited number of iPads available for checkout. All iPads for check-out will be Wi-Fi only.

Technical Support

Much like any other device, users need to contact the Helpdesk for support. Technical support is available M-F, from 8:00 AM to 5:00 PM, by calling 414-297-6541. If an iPad needs repair, or is lost or stolen, the user should contact the Helpdesk. All current iPad models are supported. This includes the new iPad and iPad Mini in both Wi-Fi and
cellular configurations. Cellular data configurations must be handled between the user, their department, and the service provider.

The Information Technology Department only supports college-owned equipment. Personal equipment is not supported. Equipment for personal use, sold through the MATC Bookstore, MATC Auction, or other MATC sources, is not supported. Mobile technology not purchased by the college, may only connect to the public access Wi-Fi network.

**Application (App) Downloads**

Users of college-owned iPads may download apps for work related purposes only. Some apps are free. Some require payment. If the app requires payment, the cost is the responsibility of the user's department. Use of a MATC P-card to purchase apps for an iPad must meet the following requirements: 1) the app will be used only on a MATC owned iPad, or 2) the app will be used solely for MATC purposes if loaded on a personal owned iPad. Supervisors are held accountable for the proper and appropriate use of MATC funds.

**Disposal of used iPads**

An iPad purchased with MATC funds is considered MATC equipment. Departments must follow college procedure for the disposal of used MATC equipment.