



DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

Mobile Device Policy

1.0 Purpose

The purpose of this policy is to set forth Drake State Community and Technical College's requirements regarding the responsibility and management of iPads and other mobile units including tablets, phones, etc. purchased by the college for faculty and staff use.

2.0 Scope

This policy covers all mobile computer and communication devices owned or operated by Drake State Community and Technical College.

3.0 Policy

All mobile devices purchased by Drake State Community and Technical College will be preconfigured by members of the Drake State Community and Technical College Information Technologies staff prior to the delivery to the responsible faculty or staff member. Faculty, Staff, or Students should not modify delivered configurations.

3.1 Care and Management

Screensavers/Background photos:

Faculty/Staff may customize their screen background. Only appropriate media may be used.

Screen lock passcodes will be required on all devices.

App Management/Downloads

Each faculty/staff must have a unique iTunes account to provide a conduit through which apps will be downloaded to the iPad. All Drake State required apps will be downloaded via a preconfigured Drake iTunes account unless other arrangements are made in advance between the user and both the Business Office and Information Technologies department.

Home Access

Faculty/Staff are allowed to set up additional wireless networks on their device. This will be necessary to use web based services outside of the institutional setting.

Back Up

It is recommended to regularly back up data to either a computer or iCloud. Limited storage space will be available on the mobile device – data will NOT be backed up in the event a mobile device such as a phone or iPad has to be re-imaged or restored to factory settings. It is the responsibility of the faculty/staff members to ensure that work is not lost due to mechanical failure or accidental deletion.

For laptops in a deepfreeze environment, you must save your data to an external storage device before each power cycle or reboot. The laptop will return to its original state on each reboot.

Procedure for re-loading software

If technical difficulties occur, the mobile device will be restored from a backup (if last synced to a personal computer or iCloud) or will be re-set to factory settings in the event a backup is not available. The institution does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

3.2 Responsibility

Faculty/Staff/Students are responsible for:

- Using DSCTC provided devices in a responsible and ethical manner.
- Obeying institutional rules concerning behavior and communication that applies to mobile device /computer use.
- Using all technology resources in an appropriate manner so as to not damage equipment.
- Returning the device and peripherals at the appropriate time agreed upon if the device is a loaner piece of equipment.
- Contacting Drake State Community and Technical College Information Technologies to report any security problems they may encounter.
- Monitoring all activity on their accounts.
- Securing their devices after use to protect the information and data.
- Maintaining their individual mobile device and keeping them in good working order.
- Reporting any malfunction and/or damage to their immediate supervisor.
- Immediately reporting to the Drake State Security office and the Information Technologies Department information regarding stolen/lost devices.
- **Covering the entire or partial costs of replacement or repairs to iPads/computing devices that are damaged, stolen, or lost.**

4.0 Enforcement

Anyone found to be in violation of this policy may be subject to appropriate disciplinary action.

5.0 Revision History

I certify by my signature that I accept, understand, and agree to follow and adhere to the above policies and procedures pertaining to iPads, laptops, phones, and other mobile devices supplied by Drake State Community and Technical College for my use.

X

Signature

Print Name: _____

Date: _____