iPad Policy and Guidelines for The Development Enterprise

Advancement IT institutes the following policy guidelines for iPads in order to maximize hardware usage, minimize costs, and assist with productivity needs. This policy applies to Clemson University employees in Development, Alumni Association, Visitor's Center, and CU Foundation.

Things to consider before purchasing an iPad:

1. Have you discussed your purchase with your manager? iPad purchases must be approved by one of the following persons: Hack Trammell, Brian O’Rourke, Helen Adams, or Wil Brasington.
2. Development Officers must qualify to be eligible for an iPad purchase. Rules for qualification are established and enforced by Brian O’Rourke.
3. Have you discussed the purchase with your TSP (Technical Service Provider)? New purchases should route through your TSP (Jennifer Craft). The TSP will ensure the proper insurance and warranty are added to the purchase, inventory the equipment, set up the equipment to sync with Outlook, and make sure the equipment is returned if the employee should leave the University.
4. Have you considered your service plan?
   a. The recommended connection method is to use the iPad with Wi-Fi enabled. There is no extra monthly service charge but you are limited in areas where the Wi-Fi is slow or inaccessible.
   b. Should you need connectivity in areas where Wi-Fi is unavailable, see Leslee Dosier to obtain a Mi-Fi card. Mi-Fi is a portable internet connection that will work for your laptop or your iPad. There is a monthly service charge for this device and some Mi-Fi devices are 4G enabled, providing you with the fastest access currently available. Monthly service charges for Mi-Fi devices obtained through Leslee Dosier will be paid by the Office of Development.
   c. iPad 3G service is not advised since there is a monthly service charge associated. Note that this service plan is not covered by Clemson University’s Personal Communication Stipend. This option is a non-reimbursable expense.

Important Notes:

The iPad will not replace all of the necessary functionality of a laptop/desktop computer or a smart phone. For instance, Raiser's Edge and Microsoft Office will not run on an iPad. The iPad will not replace your mobile phone. Before you take steps to purchase an iPad, consider whether you need another device.

How to get help once you have the iPad on hand:

1. Contact the TSP for your area and they will help you with the initial setup.
2. If you intend to synchronize your laptop and your iPad, you will need to download and install iTunes on your laptop.
3. After initial setup, all user support for the iPad should be handled via Apple Customer Service or via the customer service from the contract provider for the mobile service.

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Policy:

Based on budget constraints, an employee must choose between two options: MiFi box or 3G data service for their iPad.

If employee chooses the 3G wireless, they will not have a MiFi box for their laptop. However, there are a limited number that can be checked out through the Development Office for business trips which must be turned in after returning from travel.

The MiFi service and the 3G service will be billed to Development. An advantage for going with the MiFi box is that there will be unlimited data usage. 3G service through Verizon may be capped for iPad data.