

St. Olaf College iPad Pilot Purchase Policy for Teaching and Research

Effective January 1, 2013

Contact: Roberta Lembke at lembke@stolaf.edu or 507-786-3097

This program is intended to help faculty explore possible uses of the iPad for their teaching and research. As such, it does not presently contemplate expanding the policy to include other computer and other digital devices.

Policy

St. Olaf College allows faculty members to acquire iPads for their teaching, research and professional development, using their IPAT funds. As with all IPAT-related expenditures, iPads purchased with these funds are intended for professional and scholarly uses. A few individuals need tablet devices other than iPads. They should submit a request for an alternative device to IT, explaining why the alternative tablet device is necessary for what they seek to accomplish in the classroom or in their creative or scholarly work.

The iPads will be owned by and managed by the college and will be purchased and managed by IT. All devices will be set up with a security management system that allows the remote wiping of the drive if the unit is lost or stolen.

Because this is a new use of IPAT funds, faculty members are asked to include a short report on how they have used the iPad in their teaching or scholarly and artistic work in their annual report. These reports will be used by the Dean of the College and IT to determine the utility of these devices and to design workshops to help faculty members explore uses in the classroom.

The iPads will not come equipped to support cellular Internet access. They will come with a case and a set of standard software recommended by IT. Faculty will be personally responsible for purchasing additional applications or accessories.

Funding

Faculty members must surrender IPAT account funds to IT to purchase the iPad and the base software recommended by IT. They will be personally responsible for other applications they wish to purchase. The college will not pay any subscription fees for cellular Internet access. Faculty members must agree to abide by the policies set forth in IT's [policy statements](#) found on the IT website.

Replacement

After 4 years, faculty members can return their tablet device to IT and request a new unit. The faculty member's IPAT account will be charged for the cost of the replacement device and software. At the time of retirement or termination of employment with the college, the device must be returned to IT.

Lost, Stolen or Damaged Equipment

The college is not responsible for lost or stolen iPads and the units will not be replaced. If the iPad is damaged, the faculty member may request to have the unit repaired or replaced. Repair or replacement costs will be charged against the faculty IPAT account.

Theft or loss must be reported immediately to IT and the St. Olaf Public Safety Office.

(Last revised: January 2013)