

UNIVERSITY OF THE VIRGIN ISLANDS POLICY

Issuance of Tablet Computers to Trustees

Responsible Person: Gail T. Steele

Responsible Office: Board of Trustees

Date of Issuance:

I. Reason for Policy

The purpose of this policy to establish procedures and regulations governing the issuance of tablet computers (e.g., iPads) by the University of the Virgin Islands ("the University") to members of the University's Board of Trustees ("Trustees"), the use by Trustees of such University-owned mobile computing devices, and the responsibility for the payment of the cost of Internet-access service for such devices.

II. Principle

The Office of the Board of Trustees may issue tablet computers to Trustees for use in the performance of their duties. All tablet computers purchased and issued to Trustees pursuant to this policy shall remain the property of the University. Upon the termination of a Trustee's service as a member of the Board of Trustees, the Trustee shall return the tablet computer to the Office of the Board of Trustees.

III. Criteria for Issuing Tablet Computers

Upon submission of a written request to the Board Liaison Person, a Trustee will be issued a tablet computer for use during his/her service as a member of the Board. A Trustee must sign the University Tablet Computer Use Agreement and submit the signed Agreement to the Board Liaison Person before a tablet computer may be issued to the Trustee. For protection of University data, the Trustees should implement the use of a passcode for the device.

IV. Access to the University's secure portal

A Trustee may not give, or allow anyone to use, his/her identification or password for access to the secure portal for Trustees on the University's website.

V. Compliance with Applicable Laws and Other Policies of the University

Trustees must comply with laws and regulations, Board policies, and University policies applicable to the use of tablet computers and use of such devices on the Internet. This includes laws on libel, data privacy, copyright, gambling, obscenity and child pornography. Further, Trustees are specifically prohibited from using the device for any of the following:

- a. Harassment of, threats to, defamation of, or illegal discrimination against anyone; and
- b. Fundraising, except for the University.

VI. Administrative Matters

Service Provider:

The University currently utilizes AT&T to provide data plans to portables tablets, these plans are not part of the University's cell phone plans and do not receive discounted pricing at this time. The Office of Trustees will be responsible for the billing and payment on these plans, ITS will assist in setting up the plans.

Plan Changes and New Activations:

The Liaison Person in the Office of the Board of Trustees, or in her/his temporary absence, a person designated by the President of the University, is the only person authorized to contact the service-provider to obtain new service and/or approve changes. Please call 693-1008 to request new service and for assistance with changes to your current data plan.

Equipment and Purchases:

Generally, the most economical service plan that meets a Trustee's needs will be selected and preloaded on the tablet computer when it is issued to a Trustee. Trustees are responsible for the safekeeping and care of their tablet computer.

Charges and Oversight:

The University will be responsible for payment of monthly fee under the data service plan. However, each Trustee is responsible for all costs related to other items, including hardware (e.g., printer), accessories, applications (apps) and usage of Internet access other than that contracted for by the University. The monthly billing statements will be reviewed to ensure service plans are appropriate for business use.

Overages and Reimbursement:

The Board Liaison Person will be responsible for coordinating with Trustees their payment of monthly fees and their reimbursement.

Payment and Billing:

Monthly data plan service invoices are received by the Office of Trustees and will be processed for departmental account billing. Departmental accounts are immediately charged for the full cost of data plan service for the tablet computer.

University Tablet Computer Use Agreement

By signing below, I acknowledge that I have read and understand the Policy of the University of the Virgin Islands on the Issuance of Tablet Computers and I agree to comply with the Policy.

- I further understand and agree that, in the event I do not comply with any part of the Policy or this Agreement, I will be subject to termination of my possession and use of this tablet computer.
- I understand that the Apple tablet computer with the serial number recorded below is issued to me for use in the performance of my duties as a Trustee of the University of the Virgin Islands, primarily to transmit documents to me which will be considered at meetings of standing committees of the Board of Trustees and meetings of the Board of Trustees and for my communication with fellow Trustees and research of matters pending before the committees or the Board.
- If this tablet computer is lost or stolen, I agree to promptly report the loss or theft to the Board Liaison Person. I understand and agree that, if I lose this tablet computer, I am responsible for paying for its replacement unless I can provide sufficient evidence that the device was stolen despite my use of prudent security measures.

Agreed to this _____ day of _____, 2012__ by:

Trustee -

For use by the Office of the Board of Trustees:

Tablet Computer Serial No.

Issue-Date: _____

Date: _____ By: _____