

# Paradise Valley Community College

## iPad Purchase and Check Out Procedures

### Purpose

This procedure pertains to purchasing and Information Technology support of college iPads by Paradise Valley Community College (PVCC) faculty and staff. It does not pertain to the purchase of personal iPads. Personal iPads are not supported by college Information Technology (IT) personnel pursuant to Maricopa's [Technology Resource Standards](#).

### iPad Purchasing

All iPad purchases are arranged through PVCC's IT division. Requests for college purchased iPads will be reviewed and approved in a manner similar to requests for a second computer or a laptop that would be in addition to a college provided computer. The request should be sent to Paul Golisch, Dean of IT and contain the following:

- Business need that supports PVCC's mission and strategic goals and objectives;
- Supervisor's approval;
- Department account code to be charged against for the iPad purchase.

iPads are purchased with the 2-year AppleCare Protection Plan. A final quote will be shared with the individual and his/her supervisor for approval before purchase.

The iPad purchased will be considered a college technology asset and tagged as well as inventoried through Maricopa CFS property control and the college's inventory system.

### iPad Configuration

The iPads are 32gb, WiFi only model. Information Technology will not pay for any cellular voice/data plans associated with the iPad. Payment for cellular service is a department-only decision.

The iPads will have 2 standard business applications pre-loaded for the user. The applications are Pages, Numbers and Keynote, Microsoft Office documents support, and PDF Expert, pdf annotation. Other business application requests must go through the [software request](#) process.

Applications that have been personally purchased and installed are not supported. No application for the iPad will be purchased that allows remote desktop connectivity.

Employees will be asked to fill out a form when they return an iPad from check out. The form will help others in using iPads as well as identify additional potential technology needs. The form will ask for

- information on what types of apps were used, stating both pros and cons
- how the employee used the iPad that includes a general review of its usefulness for his/her purpose

The Technology Helpdesk (77780) can provide assistance in setting up the paradisevalley.edu account associated with the user. There is no PVCC printer support for iPads.

### **iPad Check Out**

Only current permanent PVCC employees may check out an iPad. There is a very limited supply of iPads for check out from the Technology Helpdesk. They are available for short-term check out, less than 30 days. An Equipment Check Out Form must be filled out and signed with appropriate signatures prior to release of an iPad. The Equipment Check Out Form is available from the Technology Help Desk or on this [web site](#) under Forms. When the iPad is returned, all data will be erased which includes personal apps that have been downloaded during the check out period.

The Equipment Check Out Form must also be used for iPads that are purchased by IT for individual or division/divisional use through the regular budget process, or technology grants, etc.

### **iPad Responsible Use**

Use of the iPad is subject to the terms of Maricopa's [Technology Resource Standards](#). Do not leave the iPad unattended, and handle it with care. If the iPad is lost or stolen, the employee may be responsible for the replacement costs.