

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 a [redacted] 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 this data is saved to a secure location. (This is not to be confused with the college's data backup system.)

x Using DSCTC provided devices in a responsible and ethical manner.