



Rachele Sylvan, Director of Financial and Business Administration
Office of the Executive Dean of Agriculture and Natural Resources
School of Environmental and Biological Sciences and New Jersey Agricultural Experiment Station
sylvan@aesop.rutgers.edu • phone: 848-932-3792 • fax: 732-932-0203
SEBS.RUTGERS.EDU • OFBA.RUTGERS.EDU • NJAES.RUTGERS.EDU

April 13, 2011

To: Cook Campus Community
From: Office of Financial and Business Administration
Re: iPad Policy

A. Policy Statement

The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media including books, periodicals, movies, music, games, and web content. These devices have potential utility in the Rutgers workplace. This Policy is designed to facilitate the purchase of this device as well as uphold compliance with University Policy, use of University funds, and SEBS/NJAES programmatic needs.

B. The Policy

An iPad (or similar device) and service may be requested by employees whose official duties are such that the use of the device significantly enhances the performance of the official duties of that faculty or staff member. Approval of an iPad purchase and associated data plan will be on a case-by-case basis.

Such devices are not substitutes for more versatile laptop computers, and should not be purchased as such.

Users who plan to use the device primarily as a paperless document organizer and reader may wish to purchase wireless models without the added-cost broadband and monthly data plan capabilities.

It is the responsibility of the user to secure funding for the device and data plan and to justify the purchase appropriately. See section C. Justification and section D. User Responsibilities

Any personal device usage shall not incur any additional expense beyond the included provisions of the approved fixed cost business service plan.

C. Justification

The following criteria will be considered by the approver when reviewing the iPad request:

- Do the employee's responsibilities include reading, reviewing and/or commenting on large volumes of documents and is he or she willing to perform these tasks in a paperless format?
- Will the use of the device significantly enhance the productivity of the employee?
- Does the business purpose for the device fit the fixed cost business service plan (data usage) requested and is within the departmental budget?
- Does the employee currently have an approved and funded University internet data usage plan associated with an Ethernet card (broadband)?

Updated: May 4, 2012

Rachele Sylvan, Director of Financial and Business Administration
Office of the Executive Dean of Agriculture and Natural Resources
School of Environmental and Biological Sciences and New Jersey Agricultural Experiment Station
sylvan@aesop.rutgers.edu • phone: 848-932-3792 • fax: 732-932-0203
SEBS.RUTGERS.EDU • OFBA.RUTGERS.EDU • NJAES.RUTGERS.EDU

D. User Responsibilities

- If an associated data plan is requested, the end user must complete a *Cellular Phone Order Form* (see “LINKS” below) and obtain approval from the department head or director
- All **original** requests that require a 3G or 4G data plan must **FIRST** come through the Office of Financial and Business Administration via a signed and properly authorized *Cellular Phone Order Form*. The request will be reviewed and approval will be given by the Business Office Director (Rachele Sylvan) and the Executive Dean
- Those who have University devices with an associated data plan must sign a statement on the *Cellular Phone Order Form* acknowledging that they will reimburse the University for data usage if overage occurs and for purchases of software (Apps), or justify in writing such overage and software purchase
- Business managers and supervisors should review monthly device statements to ensure that the selected monthly data plan is appropriate for the user’s business needs
- Any changes and/or upgrades to the data plan must come through the Office of Financial and Business Administration via a new *Cellular Phone Order Form*
- Devices must be returned and any outstanding charges paid upon an employee’s separation from the University
- In the case of a lost or stolen device, notify the administrator or designee so that it is documented and replacement equipment ordered
- Employees must adhere to current Motor Vehicle law that makes using a hand-held communication device illegal while driving a motor vehicle; use of a hand held communication device includes, but is not limited to, talking or listening to another person, texting or sending and receiving electronic messages
- If a tablet device is requested but a data plan is not needed, a purchase order request must be submitted through the Office of Financial and Business Administration for proper approvals. No Cellular Phone Order Form is needed. Your Business Office Accountant will route your purchase request to Rachele Sylvan for the needed approval.

E. Links

The Cellular Phone Order Form for the requested service provider can be obtained by:

- AT&T Cellular Phone Order Form
- Verizon Cellular Phone Order Form