

St. Olaf College IPAT Tablet Purchase Policy for Teaching and Research

Policy

St. Olaf College allows faculty members to use their IPAT funds to acquire a tablet (iPad or MS Surface tablet) for their teaching, research and professional development. As with all IPAT-related expenditures, tablets purchased with these funds are intended for professional and scholarly uses. The tablets must be purchased through IT and will be managed by IT. The college retains ownership of the tablets. 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.

The tablets will not come equipped to support cellular Internet access unless specifically requested. They will all come with software recommended by IT.

Funding

Faculty members must surrender IPAT account funds to IT to purchase the tablet and the base software recommended by IT. Faculty will be personally responsible for any on-going subscription cellular costs, cases, additional applications, or accessories. Faculty members must agree to abide by the policies set forth in IT's policy statements found on the IT website. The order form can be found at:

<https://stolafcarleton.teamdynamix.com/TDClient/1893/StOlaf/Requests/ServiceDet?ID=40358>

Replacement

After 4 years, faculty members can return their tablet device to IT and request to purchase 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 tablets and the units will not be replaced. If the tablet 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: August 2024)