



# Chambers County, TX iPad / Tablet Policy (2012)

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## **Policy Statement**

The purpose of this policy is to:

1. Outline the guidelines for purchasing tablet devices
2. Make a recommendation for standardized equipment
3. Define the roles of support from the Technology Departments
4. Address non-tangible purchases relating to the tablet devices

## **1. Purchasing Guidelines**

Tablet devices may be requested by a department head for themselves and/or their employees where the implementation of the device(s) increases work efficiency and/or provides a financial benefit.

Before the purchase of a tablet device can be made, the requesting department must have the purchase of the tablet device approved by the ITC Tablet Subcommittee. This request must be addressed and submitted in writing (email), and if approved, the request for purchase will be submitted by the ITC Tablet Subcommittee. The requesting department will be responsible for allocating funds from their current budget to make the purchase.

If the request is not approved, the requesting department will be required to present their case before the ITC Committee who will make the final decision.

When a tablet device is purchased, ownership will remain in the name of Chambers County and the device will be passed on to successors where applicable. The department head will also be required to keep a running inventory of serial numbers, part numbers, and who the devices are checked out to.

## **2. Recommendation for Device Standardization**

As a general standard, the ITC Tablet Subcommittee recommends the Apple iPad line of tablets due to their leading position in the tablet market and the standard interface across all devices.

### **3. Role of the Information Technology Department**

The Information Technology Department will assist in connecting Chambers County owned tablet devices to the Chambers County network as well as assisting in setting up Chambers County email accounts on tablet devices if the employee wishes to do so.

If an employee purchases any specialized software, applications, and/or services, then support for these items will be expected to be provided from outside of the Technology Department (manufacturer, vendor, etc.)

### **4. Related Non-tangible Purchases**

Apps that require purchase will be treated as consumables. An employee who must purchase an app for work purposes will need to follow the standard procedures for reimbursement. There shall be no apps for personal use on county owned tablets.

Tablets with the ability to connect to cellular networks will need to follow the standard cellular access request procedures if cellular data access is needed.

For non-contractual (one day, week, or month) purchase of cellular data access, standard purchasing procedures can be followed. If any contractual obligations are required (purchases and monthly/annual fees) then proper budgeting and court approval will be necessary.