**iPad Policy**

**Purchasing**

* All eligible\* staff are entitled to an iPad to use for Blended Learning Purposes
* An equipment form must be completed and authorised before issue.
* The IT Team will purchase all iPads and associated standard accessories from a School /IT budget. *(It is not possible to reimburse individual members of staff for items they have individually sourced and paid for)*.
* The standard model and accessories available to staff are:

iPad Air, Space Grey, Wi-Fi, **16Gb** model

Protective case

Stylus

VGA Cable

* If staff require a non-standard model a case can be submitted to finance for reimbursement through PDA but must be authorised by the Dean.
* All items purchased remain the property of the University of Leeds, to be returned on leaving the employment of the University or on provision of upgraded equipment.
* We are unable to support cellular contracts associated with these devices.
* Non-eligible Teaching Staff are expected to use the associated divisions pool devices.

**Apps**

* There will be 3 lists of apps:
	+ 1. [Academic Apps](https://docs.google.com/spreadsheets/d/1gW_Zs7RtV9sITf4kwG2YpC1LKFztgbcPrQK-OeC_hzI/edit?usp=sharing) – The apps on this list will be refundable via the iPad Budget and the Blended Learning Team will offer training and support for all of the everyday apps and where possible for the advanced apps.
	+ 2. [Student Apps](https://docs.google.com/spreadsheets/d/1nXUkXTJqjat30ubJq0hk8L-GgA720wf14c89tcDFYU0/edit?usp=sharing) – these apps will be free to use and staff must take these into account when designing teaching sessions.
	+ 3. [Apps/subscriptions which are non-refundable.](https://docs.google.com/spreadsheets/d/1_30RIBX89wHqbK2WtdaMVU_Zh6kGYWP71rv1XXk6GUA/edit?usp=sharing)  ***This list is not exhaustive and just a starting point.*** *Apps/subscriptions will be added to this list on an adhoc basis.*
	+ *All lists will be maintained and updated on the website (*[*http://lubswww.leeds.ac.uk/tablet/apps*](http://lubswww.leeds.ac.uk/tablet/apps)*)*
	+ *App requests will be looked at and added to the lists as appropriate.*
* The costs for approved apps can be claimed through the e-expenses system from the iPad Budget, expenditure must be consistent with University strategy and demonstrate a clear business need.
* To claim back any app which is not listed on the Academic App list staff will be expected to submit a business case to finance for reimbursement from PDA. When this purchase is deemed as addressing a wider business need/audience the [*AppsandassociatedProducts*](http://lubswww.leeds.ac.uk/fileadmin/webfiles/Intranet/VLE/PurchaseofAppsandAssociatedProducts.docx)form must be completed and authorised. The [Blended and Digital Learning Steering Group](http://lubswww.leeds.ac.uk/restricted/staff-intranet/blended-learning/blended-digital-learning-steering-group/) will look at these requests on a monthly basis and any purchases which are deemed not to be related will not be reimbursed or supported.
* Support/training will not be guaranteed for any app not listed on Academic/Student Apps.
* ***Office 365 app subscriptions will not be eligible for refunds.***

**Back up/Storage**

* We recommend you back up your device to the iCloud. This will then back up your settings etc and allow you to sign into a new device and restore from this back-up.
* We will not be refunding the cost of any extra storage in any cloud services (Dropbox, Evernote, iCloud, GoogleDrive etc). Any exceptional circumstances would have to be considered via the Blended Learning Steering Group on completion of the *AppsandassociatedProducts* form.
* Please take into account the University policy on Cloud Computing <http://iss.leeds.ac.uk/downloads/cloud.pdf>

*Unless using a bespoke service that has been security-tested and approved by the University, Cloud services must not be used for storing or processing data which is*

*(a) classified;*

*(b) of such criticality that functions or operations would be disrupted should it be lost or become unavailable or corrupted; or*

*(c) valuable intellectual property of the University (on which further advice can be sought from the Legal Adviser).*

**Support**

* All support and training for the iPads will be provided by the Blended Learning Team.
* In addition each division has an iPad Champion (who are responsible for supporting and progressing digital learning across programmes):

***Accounting and Finance:*** Alice Shepherd A.K.Shepherd@leeds.ac.uk

***Economics:*** Kevin Reilly K.T.Reilly@lubs.leeds.ac.uk

***IB:*** Elizabeth (Yi) Wang Y.E.Wang@lubs.leeds.ac.uk

***Management:*** Richard Tunstall R.Tunstall@leeds.ac.uk

***Marketing:*** Tony Byng A.D.G.Byng@lubs.leeds.ac.uk

***WERD:*** Kate Hardy K.R.Hardy@leeds.ac.uk

**Repairs**

Any repair or hardware support requests for any University of Leeds equipment should be directed to the IT team in the first instance. Full appraisal will be carried out and warranty claims will be assessed. IT will manage any repairs whilst ensuring University policies regarding data security are adhered to. If a repair cannot be made then a replacement iPad will be issued.

**Lost/Damage or Stolen**

iPads owned by the University are covered by an insurance policy, however where loss, theft or damage occurs to a device, it is unlikely the University would make a claim due to the high excess due on the policy.

If your device is lost, damaged or stolen, please report this to the IT team in the first instance.

**Pool Devices**

Divisions may have a small pool of iPad devices available to lend to eligible visiting staff. Divisions must nominate a person to take responsibility for the pool devices who must implement a system to record receipt and return. There is a limit of 3 pool devices per division.

**Inventory and Returns**

On issue, the equipment inventory will be updated in accordance with audit requirement. Individuals are responsible for the safe keeping of their device, although the equipment remains the property of the University and must be returned to the IT team by the individual when they leave full-time employment with the University. Individuals will also be required to return equipment if they receive an updated version.

IT are responsible for maintaining the equipment inventory, therefore devices must be returned to IT in the first instance and must not be transferred to another member of staff. If items have been purchased through external funding, requests for transfer may be made to IT.

Redundant computer equipment will be disposed of in accordance with the Waste Electrical and Electronic (WEEE) Regulations and through secure and auditable means.

**Extras/Development enhancements**

Please complete the [*AppsandassociatedProducts*](http://lubswww.leeds.ac.uk/fileadmin/webfiles/Intranet/VLE/PurchaseofAppsandAssociatedProducts.docx)form for the purchasing of any other devices, equipment, licenses, subscriptions, development work. This is in order to ensure we are providing an equitable student experience and business wise we can benefit from co-ordination and economies of scale.

Examples:

* App development
* Use of additional equipment to present (Chromecast, Apple TV, display software etc)
* App licenses (Nearpod, Poll anywhere)
* In app subscriptions
* Ebook development

**Contacts**

Blended Learning Team blendedlearning-lubs@leeds.ac.uk

IT bushelp@leeds.ac.uk

Finance finance@lubs.leeds.ac.uk

*\*Eligibility Criteria*

*Full time teaching staff on the University payroll, authorised by HoD*