EMORY UNIVERSITY SCHOOL OF MEDICINE | **Department of Medicine**

Tablet Computer Policy

Effective Date: November 1, 2012
Last Revision: December 11, 2012

Policy Sections:
1. Overview
2. Applicability
3. Policy Details
4. Related Links
5. Contact Information
6. Revision History

1. Overview

The Department of Medicine is committed to providing faculty and staff with cutting-edge tools to facilitate education, clinical care, and research. The purpose of this policy is to provide guidance to faculty and staff who wish to purchase a tablet computer for business needs using Department of Medicine funds.

2. Applicability

This policy applies to tablet computers purchased using funds from the Department of Medicine. This policy does not apply to personal devices.

3. Policy Details

3.1. Tablet Computers Can Facilitate Work of Faculty and Staff

The Department of Medicine recognizes that tablet computers are widely used by faculty and staff and are poised to play an important role in conducting the business of the Department. Tablet computers can serve a legitimate business purpose.

3.2. Purchasing

3.2.1. Funding for the purchase of tablet computers must come from the purchaser's business unit consistent with existing practice for other computer-related acquisitions.

3.2.2. Tablet computers purchased using Department of Medicine or University discretionary funds must be purchased using Emory purchasing through Department of Medicine IT Services (DOMITS) standards to facilitate adherence to security protocols and to properly inventory machines.

3.2.3. A clinical or business justification must be provided at the time of purchase. This must include that the tablet computer will not be used exclusively for personal reasons.

3.3. Support and Security

3.3.1. DOMITS is only able to support a limited number of models and therefore purchases will be restricted to those models. Purchase of non-standard devices is permitted, but must be reviewed and approved by the user's Division Administrator. Users requesting a non-

standard device must recognize that DOMITS will be unable to support those machines and that support will need to be provided by a third-party, at the Division's cost.

3.3.2. DOMITS will install and configure software for the management of the device. The installation of this software is required to maintain compliance with Emory University financial policies.

3.3.3. Software supplied by the DOM will be installed and configured by DOMITS.

3.3.4. The user can install other software on the device. However, a user will need a personal account to do so. Personal software installed with the Emory user account will not be supported by DOMITS.

3.3.5. All devices are subject to existing Emory mobile device security policies including password protection and remote "wipe" abilities.

3.3.6. DOMITS will not supply replacement devices due to loss, theft, or other unavailability. DOMITS will reload the Department of Medicine configuration on a replacement Mobile Device provided by the user. Backup of mobile devices is the responsibility of the user and DOMITS will consult on backup options.

3.3.7. At the completion of the deployment at Emory or at the request of the Department of Medicine, DOMITS will remove all Emory licensed software and content installed by DOMITS. All software and downloads by the user will be unaffected.

3.4. Use of the Tablet Device

Use of the device must be in concordance with existing policies and procedures, including those of Emory Healthcare and any other affiliated clinical entities.

3.5. Restrictions

Tablet devices may not be purchased with Emory University funds in the absence of a business need. This policy does not preclude faculty or staff seeking to purchase a device using personal funds or those of Emory Healthcare. Support of personal mobile devices by DOMITS will be treated the same as all other personal devices.

4. Related Links

Department of Medicine Information Technology

5. Contact Information

Contact Sonja Westbrook, DOM IT Manager, at 404-712-1423 or sonja.c.westbrook@emory.edu with any questions.

6. Revision History

Version 1 published on July 16, 2013.

Emory University policies are subject to change at any time.