

# **TECHNOLOGY SERVICES TABLET REPLACEMENT POLICY**

## **POLICY NO. 34-02**

**PURPOSE:** The purpose of this policy is to establish a standard for the issuance and replacement of tablet/iPad devices in Hernando County for employee use directly under the Board of County Commissioners. This policy will require each department to purchase the tablet/iPad devices at 100% of the cost and these devices will not be considered part of the Hardware Replacement Program. Technology Services will manage the deployment of the devices.

**SCOPE:** This Policy Statement applies to all Board of County Commissioners personnel.

### **POLICY:**

1. Tablet/iPad Devices

Hernando County provides computers to its employees when it is deemed necessary for the employee to have such a device. Not all employees will need such devices and usage will be determined by management of the given department in conjunction with Technology Services.

The specifications of the needed devices will be determined by the department and Technology Services. This will simplify troubleshooting and compatibility issues within the department, as well as streamline the process of installing the equipment, thereby allowing Technology Services to work more efficiently.

Only County issued tablets/iPads will be incorporated into the County's mobile device management (MDM) system. The MDM system will allow Technology Services to manage the devices. This means the device will be part of controlled fixed asset inventory.

2. Ownership

The individual departments purchasing the tablets/iPads will be the owner of the equipment.

3. Funding

Each department that has tablets/iPads will be required to budget for all necessary repairs and/or replacements. Devices will be purchased with support but the departments need to budget for any associated cost. Technology Services will not repair the devices; however, we will assist the departments in obtaining the required support. If the unit has to be sent out for repairs the user department is responsible for that associated cost. Technology Services will send the unit out and the user department will provide us with a department number and account number in which to charge the postage and/or repair cost.

Technology Services will not store nor provide share tablets/iPads. If the unit has to be sent out for repair the department will be without a device unless they have purchased spare devices.

Adopted: March 8, 2016