



## Policy for Tablet and Smart Device Funding and Connectivity FAS and Central Administration

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### Policy Statement

1. Harvard University IT (HUIT) will support **access to HUIT email** systems for Harvard-owned and personal mobile devices (phones, tablets, and other smart devices) that use a compatible operating system and comply with security standards described below.
2. In the FAS and Central Administration, tablets (iPads, etc.) for staff use will continue to be **ineligible for Harvard funding** unless an exception is approved (by a Tub or Divisional Dean or their designee for FAS or a VP and the Assistant Vice President for Central Finance and Administration on behalf of the EVP for Central Administration). See attached Tablet Request Form for Staff.
3. **Faculty purchase** of tablets for valid University purposes requires appropriate funding but does not require the Tablet Request Form.
4. **Smart watches or other new smart devices (other than the devices mentioned above) are ineligible for any Harvard funding.**

Please also refer to the University Staff Mobile Phone Policy <http://policies.fad.harvard.edu/staff-mobile-phone-policy-fy15-pilot-program>

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### Reason for Policy

HUIT and the finance teams for the FAS and Central Administration are committed to developing policies that keep pace with new technology products and how they are used, ensuring security for the University's systems and data, and supporting the prudent use of Harvard resources.

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### Who Must Comply

1. Access to HUIT email systems: All Harvard University schools, tubs, local units, Affiliate Institutions, Allied Institutions and University-wide Initiatives whose users connect to those systems must comply.
2. Harvard funding: All staff in the FAS and Central Administration
3. Faculty purchase: All faculty in the FAS

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### Procedures

#### Devices:

HUIT will permit access to Harvard email for Harvard-owned and personal devices using the following operating systems:

- Blackberry OS version 10.0 or higher
- Apple iOS version 8.0 or higher
- Android 4.0 or higher
- Microsoft Surface Windows 8.1 or higher (if used as a secondary, not primary, device)



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The operating system versions above are specified in order to provide the basic **minimum** requirement for information security. To avoid problems with email and calendar systems, HUIT strongly recommends the latest HUIT-supported operating system available for the mobile device in use.

Please note that while connectivity will be supported for qualified personal devices, additional support will be provided only for Harvard-owned devices.

## Connectivity and Security:

Web access to email, calendar and other resources is permitted via any device. For direct access to email, HUIT will assist in the configuration of tablets and mobile devices to comply with the following requirements. (*For more information, see <http://www.security.harvard.edu/>.*)

- All devices (Harvard-funded or personal) are required to have a **password** (minimum of 4 digits, changed every 12 months) and must **timeout/screen lock** after a maximum of five minutes. See password rules: <http://security.harvard.edu/pages/password-rules>
- All devices must be fully **encrypted** or have the capability for a secure container for Harvard-related data
- **When possible, remote wipe** must be enabled and implemented. If the device is lost, the user is required to follow the university policy for reporting lost or stolen devices: <http://huit.harvard.edu/pages/central-administration-loststolen-laptop-and-mobile-devices-policy>

Most devices that comply with the operating system requirements noted above can be configured to meet these requirements. Please contact HUIT at 5-7777 for assistance.

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## Responsibilities and Contacts

Responsibilities:

- HUIT is responsible for providing connectivity according to the guidelines in this document.
- Administrators are responsible for adhering to the funding guidelines described in this document
- Faculty and staff are responsible for adhering to University and HUIT security guidelines.

Contacts: HUIT Support Center 617-495-7777

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## Definitions

“Mobile devices” are tablets, smart phones and watches. (Please note that the Microsoft Surface is subject to this policy when used as a secondary, not primary, device. If an individual chooses to use a Surface instead of a laptop or desktop, the device should be set up by HUIT and will be subject to policies and guidelines covering PCs and laptops.)

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## Related Resources

University Staff Mobile Phone Policy: <http://policies.fad.harvard.edu/staff-mobile-phone-policy-fy15-pilot-program>

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## Revision History



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This policy has been updated annually.

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## Appendices

### Additional Guidelines:

1. Devices should be used for their full useful life (generally two years for tablets and mobile phones). Mobile devices must not be used to store or access HRCI (high-risk confidential information).
2. The cost of mobile devices and plans is generally the responsibility of the individual. Please see the University Staff Mobile Phone Policy: <http://policies.fad.harvard.edu/staff-mobile-phone-policy-fy15-pilot-program>. Harvard does not normally reimburse individuals for home Internet access. Faculty should work with their department administrator regarding the appropriateness of mobile devices and plans.
3. Mobile Device and Tablet accessories are the responsibility of the individual.

**II. Tablet Request form for Staff:** see attached



## TABLET REQUEST FORM FOR STAFF

*Note: This form should be completed and submitted by a manager with budget authority for the purchase and should be reviewed and approved as appropriate within the department.*

Tablet devices (iPad etc.) for staff use will continue to be **ineligible** for Harvard funding unless an exception is approved based on the information provided below. Approval requires real business need or real efficiencies, with costs offset by measurable savings. Examples include:

- For field (or primarily mobile) workers, whose work activity (not including meetings) involves spending at least 50% of time away from an assigned desk (e.g. field technicians, etc.)
- For staff who travel extensively (over 50%)
- For the support of streamlined and significantly paperless processes where existing desktops or laptops cannot achieve essential requirements and where document security can be managed appropriately
- As a replacement for (not an addition to) existing desktop or laptop technology
- Department-owned and managed devices not assigned to individuals where collective use achieves business need or efficiency (e.g. mobile apps development, shared use for frequent travel, etc.)

These examples are intended to suggest situations where tablets might be appropriate and may be requested. Additional case-specific information will be needed to determine if a request should be approved.

### REQUEST:

1. Contact information for the requester (name, email and phone):
2. What is the business reason for the request? How will the device(s) be used? How will the use of the tablet(s) improve quality or productivity?
3. What device(s) are you requesting? Please indicate the type and features, and how many devices are being requested.
4. Who will be using the device(s)? Please list the name(s), role(s) and contact information of the user(s) of the requested device(s).
5. If this request is for an individual, please list the other device(s) this person has - desktop computer, laptop computer, mobile phone, other) - and which (if any) will be replaced by the requested tablet.
6. What is the cost and which budget will bear the cost? Please indicate org or project name and 33-digit code(s).

### APPROVAL:

FAS

- Name and signature of department approver:
- Please forward to Dean of Administration and Finance for approval

Central Administration

- Name and signature of VP unit head of Finance and/or Administration:
- Please forward to Amy Nostrand, Assistant Vice President, Central Finance and Administration ([amy\\_nostrand@harvard.edu](mailto:amy_nostrand@harvard.edu)) for approval