

Personal Electronic Device Form

OIT provides support for many electronic devices. Although we can't anticipate all the ways in which these devices will be used we do offer a list of standard services that OIT provides for them.

Purchasing of these devices should go through OIT to assure the best pricing and compatibility. Email Seth Rogers to get started. Note that this does not include cell and smart phones which are covered under the Communication Device Policy.

For support on the standard services listed below please contact Desktop Systems by phone x4090 or email desktop@williams.edu to set up an appointment.

Using tablets to project in the classroom will require standardization specified by Instructional Technology. Contact your ITech liaison if you want help exploring ways to use tablets in instruction.

The tablet we are most familiar with is the Apple iPad although we do have experience with several of the Android tablets as well. Note that there is no educational discount on iPads, so the price you see on the Apple Online Store is what we pay.

Standard Services

Wi-Fi: Any device which can use wi-fi can get on our network.

Email: Devices which allow for checking email will work on our network.

Web: Devices which go on the web will work – with the caveat that not all devices have full-featured browsers.

Printing: At the moment printing does not work from iOS devices (iPads or iPhones) to the college network printers.

Programs: Keep in mind these devices are not replacements for computers – they won't run Microsoft Office, unless you buy a device that runs Windows.

Files: Many do not have any local storage. Your data may have to be in the cloud, in email or on a web site for example.

Projection: Some will have the ability to connect to a projector.

These electronic devices are subject to the same legal requirements regarding personal information as laptops and smartphones. PII such as SSNs, Credit Card number or account numbers may not be stored on them. Please read the full confidentiality policy for details.

Devices which check email often allow you to save your password. If you choose to do so you must set up a screen lock which requires a password to bypass.

Personal Electronic Device Form

Faculty should submit this form directly to the Controller. Staff should submit the form to his or her department head who will pass the form onto the Controller. When required, the Controller will consult with the Dean of the Faculty or Vice President for Finance and Administration regarding individual purchases. The Controller will notify the staff or faculty member directly if the purchase is approved.

Purchaser name and Department:

Device type (tablet, e-reader, other):

Description (make and model):

Cost:

PeopleSoft account to be charged:

Proposed use (please provide a robust description in non-technical terms):

The use of the device must be primarily for academic, research, or business purposes. This does not include cell / smart phones. Also, because the College provides extensive wi-fi coverage, the College will not cover the cost of a cellular data plan if that is an option on the device.

I understand that the device is the property of Williams College and must be returned to the College upon separation unless otherwise agreed upon with the Dean of the Faculty or Vice President for Finance and Administration.

I understand that upon audit the device may be deemed taxable by the IRS.

I will alert the Controller if there is a significant change in the nature of the use of this device.

Purchaser Name and Title
(please write legibly)

Purchaser Signature and Date

For Admin Staff:

Department Head Signature Date

Susan Hogan, Controller Date