

# University of New Mexico School of Law Mobile Tablet Policy

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## **Subject to Change Without Notice**

Process Owner: UNM School of Law Assistant Dean for IT

## **Scope**

Use of Law school computer equipment is subject to UNM Business and Regents' policies, New Mexico State Law, United States Federal Law, and School of Law departmental guidelines.

[The University Business Policies and Procedures Manual](#) provides guidelines for computer use by students, faculty and staff. Section 2500 documents overall acceptable computer use and includes "Computer User Guidelines" (Policy 2510) and "Computer Security Controls and Guidelines" (Policy 2520).

## Procurement

### **Department Funded**

Tablet purchases funded by School of Law monies must be made through the Law School's IT department. Tablets are not replacements for laptops or for desktop PCs and should be considered only as subordinate in use, and support, to the employee's primary computer.

### **Faculty Development Funded**

Faculty members can use their professional development funds to purchase tablets and must follow standard School of Law procedures for approval of technology purchases.

Devices purchased with faculty professional development funds that have been lost or damaged are the responsibility of the employee to repair or replace. The IT Department will coordinate repairs and/or replacement purchases.

## Employee Agreement

### **Accessories**

- Accessories for mobile devices are the responsibility of the employee and their department but purchases may be coordinated through the IT Department. IT is not responsible for replacement of lost or damaged accessories.

## Data Security

- Mobile devices should not be used to store personally identifiable information (PII), other legally-protected types of data, or any other sensitive or proprietary information. (Note: Do not store such information in the Contacts, Calendar, or in folders in your UNM or UNM Law email account(s), as it will be automatically transferred to your mobile device.)
- All UNM and School of Law electronic policies apply

## Physical Security

Employees shall exercise precautions handling, storing, and securing tablets.

- Tablets should not be left unattended in unsecured locations under any circumstances, nor should they be left in plain sight within a secured location (i.e., visible within a locked car). Loss or theft must be reported immediately to the UNM School of Law IT department and the employee will need to consent to remote deletion of all data on the device.
- The tablet user must report the theft to the local or University police department and must provide the UNM School of Law IT department with a copy of the theft report

## Support

- Employees are entirely responsible for the purchase, maintenance, and security of any and all mobile device applications (“apps”) they use or install. Mobile device applications (“apps”) may be purchased using faculty professional development funds or from departmental budgets. Apps purchased using UNM funding should be coordinated through the IT department and will remain the property of UNM.
- IT provides support for School of Law Mail, Calendar, and Contacts apps and Webmail only.
- Tablet operating systems are often limited in functionality compared to their PC counterparts. As reading devices, they are also considered to be print replacements. For these and other reasons, printing is not supported.

## Refresh

- Tablets are considered complimentary to the employee’s laptop or desktop system already supplied by the School of Law. No systems will be refreshed utilizing IT funds.
- IT will repair or replace a damaged tablet, but the cost will be funded by the employee’s department or by faculty professional development funds.
- IT will replace a lost tablet, but the cost will be funded by the employee’s department or by faculty professional development funds.

## Required settings

- A tablet must use a login password, and the password, if different from the employee's domain password, must consist of a minimum of 8 characters with at least one upper-case, one numeral, and one non-alphanumeric character

## Inventory

- Employees agree to UNM and UNM School of Law policies regarding the annual UNM Inventory. This may involve bringing the device to UNM School of Law IT offices or the employee may need to respond to written requests with the UNM ID tag number and agreement that the device is still in operation and in their possession.

## Separation

- Employees agree to return the device and related peripherals to UNM School of Law upon resignation or termination.
- IT will clear data from units when they are transferred or retired. IT retains the right to inspect the device when requested by the employee's supervisor or if the device has been used outside of UNM and UNM School of Law policies.

## Policy Administration

The University may restrict the use of its computers and network systems when presented with evidence of violation of University policies, federal or state laws, or when it is necessary to do so to protect the University against potential legal liability. The University reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on University technology resources.

All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable University policies.

### Related Policies

"Responsibility and Accountability for University Information and Transactions" Policy [2000](#)

"Social Security Numbers" Policy [2030](#)

"Acceptable Computer Use" Policy [2500](#)

"Computer Security Controls and Guidelines Policy [2520](#)

"Information Security" Policy [2550](#)

"Information Technology (IT) Governance" Policy [2560](#)

"Access to Administrative Computer Systems" Policy [2590](#)

Approved October 2013 by David Herring, Dean