



Health Sciences Mobile/Portable Device Guideline

OCTOBER 2014

Purpose

Mobile/Portable Devices can be a significant cost element for schools and departments within the Division. The purpose of this guideline is to manage these costs; and to assist Heads and Budget Holders to make appropriate decisions in relation to the purchase and use of mobile devices.

Scope

This guideline applies to the Division of Health Sciences.

This guideline applies to: Mobile Phones, Tablets, Laptops, or similar mobile personal computing devices. This guideline excludes laboratory or diagnostic equipment.

This guideline complements, and should be read in conjunction, with other University policies which relate to procurement and personal use of devices.

Context

Health Sciences staff can now access a wide range of mobile phones, smart mobile devices, tablets and laptops. While the University can access price discounts via the All-of-Government process, these devices still range widely in price. The price of a mobile phone, for example, can range from \$200-\$1299 depending on many variables such as screen size and resolution, storage capability, smart functions, and whether the device is the most recent version.

This guideline recognises the diverse needs of our Division, and that one specific type, make or mode is unlikely to suit all staff in the Division. Any device purchase need to be considered in context of the individual's total computing costs and the requirements of their work.

This guideline supports two principles:

- Staff should be provided with the tools that they need to perform their work
- The Division needs to carefully manage its financial resources

Guideline

1. The decision to purchase mobile devices does not need specific divisional approval
2. When considering a staff request for a new device, the budget holder should consider:
 - a. The specific need for mobile computing. Circumstances change; and a strong need for mobile computing in the past may no longer be relevant when a new device is purchased
 - b. The timeframe since the last device purchased for this staff member. Devices should be used for their useful life rather than replaced when the current contract expires or an upgrade is available
 - c. The number of devices held by one staff member. It is increasingly inappropriate for staff to own a large number of devices with similar functions, for example, there should be clear reasons why a staff member needs a smart phone, tablet, iPad and a laptop
3. Mobile devices should be seen as work tools rather than a perquisite or reward
4. Senior staff are asked to lead by example to avoid a culture where the newest devices are seen as an indication of importance or status

FURTHER ASSISTANCE

ITS can provide assistance in procuring devices.

ITS in conjunction with vendors, can provide advice about devices in terms of capability and price.

The Health Sciences ICT Director is available to assist Deans, Heads and Budget Holders where required.

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| Approved by | Board |
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