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| Regulations of the University of North Texas System | Chapter 06 |
| 06.2000 Personal and Tablet Computer Standardization | Information Technology |

06.2001 **Regulation Statement.** The University of North Texas System is committed to the safeguard and wise usage of resources of the State of Texas under its purview. As part of this on-going effort, the System has adopted standard configuration requirements for personal and tablet computer acquisition in order to control costs; create efficiencies in support services and to better ensure compatibility in functionality.

06.2002 **Application of Regulation.** All faculty and staff of the System, System Administration and Institutions involved in the personal and tablet computer acquisition process.

06.2003 **Definitions.**

1. Authorized Variance. “Authorized Variance” means a situation where ITSS has approved the acquisition of a Personal Computer or Tablet Computer that is not in compliance with a Standard Configuration. An account holder acquiring a non-standard Personal Computer or Tablet Computer under an Authorized Variance does not have to go through the exception process set forth in this Regulation. A list of Authorized Variances is available on the Information Technology Shared Services (ITSS) website at (<http://itss.untsystem.edu/authorizedvariances>).
2. Personal Computer. “Personal Computer” means a Windows-based operating system or Apple Mac desktop or notebook computer that is acquired by the System Administration or an Institution, regardless of the source of funds used for the acquisition.
3. Standard Configuration. “Standard Configuration” means one of several Personal and Tablet Computer configurations that have been approved for use by ITSS in cooperation with campuses. A list of Standard Configurations is available on the ITSS website at (<http://itss.untsystem.edu/PCTabletStandards>).
4. Tablet Computer. “Tablet Computer” means a one-piece mobile computer device typically offering a touchscreen with finger (or stylus) gestures acting as the primary means of control, and frequently supplemented by the use of one or more physical context sensitive buttons. For the purpose of this regulation, this definition includes all Tablet Computers acquired by the

System Administration or an Institution, regardless of the source of funds used for the acquisition.

5. Wi-Fi. “Wi-Fi” means standard wireless networking technology that is included in Personal and Tablet computers and does not require a commercial cellular data service plan.

06.2004 **Procedures and Responsibilities.**

1. Standard Configurations and Preferred Operating Systems. Unless an exception or variance as set forth in this Regulation applies, Faculty and staff at the System, System Administration and Institutions are required to obtain Personal Computers and Tablet Computers in compliance with the Standard Configurations approved for use by ITSS. The preferred Personal Computer is one with a Windows operating system.

Apple Mac Personal Computers are permitted when they are required because of software availability or software limitations, but not as a personal preference. A Tablet Computer is required to have WI-FI capabilities unless it has been approved through the exception process described below.

Responsible Party: ITSS, UNT System Procurement Services, Faculty and Staff involved in the Personal Computer and Tablet Computer acquisition process

2. Requisition Process. In acquiring Personal Computers and Tablet Computers, standard requisition and purchasing processes and policies must be followed. UNT System Procurement Services and ITSS will ensure all acquisitions of Personal Computers and Tablet Computers go through the standard requisition approval process. UNT System Procurement Services will maintain an emergency acquisition process when normal processes are not adequate to meet immediate needs.

Responsible Party: ITSS, UNT System Procurement Services, Faculty and Staff involved in the Personal Computer and Tablet Computer acquisition process

3. Authorized Variances. Under certain situations, acquisition of a Personal Computer or Tablet Computer that is not in compliance with a Standard Configuration is permitted. An account holder that wishes to acquire a non-standard Personal Computer or Tablet Computer that qualifies as an Authorized Variance as described in the ITSS list shall provide evidence of the variance with the purchase requisition and submit documentation to UNT System Procurement Services.

Responsible Party: UNT System Procurement Services, Faculty and Staff involved in the Personal Computer and Tablet Computer acquisition process

4. Exception Process. Exceptions to the Standardized Configurations (other than those qualifying as Authorized Variances) must be approved in accordance with the following procedure:

- a. The account holder that wishes to obtain a non-standard Personal Computer or Tablet Computer shall complete an ITSS Non-Standard Personal Computer and Tablet Computer Exception Form, which is available on the ITSS website (<http://itss.untssystem.edu/pcexceptionrequest>). In the Exception Form, the account holder must identify the exception being requested, the reason for the exception and the source of funding for the exception. Exceptions include all Tablet Computers with a retail wireless services plan that has a monthly recurring payment and all other acquisitions of Personal Computers and Tablet Computers that do not comply with a Standard Configuration and do not qualify for acquisition under an Authorized Variance.
- b. The account holder shall gain approval for the exception from department/local IT support; DeptID holder; Department Chair or Head; and Dean, Vice President or Vice Chancellor. The account holder shall attach the fully approved Exception Form to the purchase requisition and submit both documents to the UNT System Procurement Services.

A summary report of approved exceptions will be provided to the Chief Financial Officer of the System Administration and each Institution and to the Shared Services Governance Council semi-annually.

Responsible Party: ITSS, UNT System Procurement Services, Faculty and Staff involved in the Personal Computer and Tablet Computer acquisition process

5. Compliance. All employees are required to comply with this Regulation. UNT System Procurement Services will report any known violations to the Chief Financial Officer of the System Administration or Institution, as applicable, as well as reporting non-compliance to the Shared Service Governance Council.

Responsible Party: UNT System Procurement Services, Faculty and Staff involved in the Personal Computer and Tablet Computer acquisition process

Forms and Tools.

ITSS Non-Standard Personal Computer and Tablet Computer Exception Form

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