

## HR.2.2.2 Professional Development Fund – Academic Employees

### Schedule B: Academic Staff Professional Development Hardware and Software Purchase and Support Guidelines

#### Purpose:

To establish a clear process for academic staff members regarding support for hardware and software purchased for professional development, outlining the extent of support provided by the Information Technology Services (ITS) department for bring-your-own-device (BYOD) and software purchased with professional development funds.

#### Scope:

This document applies to all academic employees at SAIT who purchase or intend to purchase hardware and software for professional development purposes, using either personal funds or professional development funds allocated by the institution. Any software purchased using professional development funds will be considered personal and is not eligible for support.

#### Definitions:

- **BYOD (Bring Your Own Device):** Any computer hardware (laptops, desktops, cellphones, tablets, etc.) purchased personally, with or without the use of professional development funds, will be considered as “bring your own device” (BYOD).
- **Professional Development Funds:** Funds allocated for the purpose of enhancing academic employee professional growth and capabilities.

#### Responsibilities:

- **Academic Employee:** Responsible for purchasing hardware/software and adhering to ITS guidelines for support. Expenses related to online subscriptions and software licenses are prohibited on the SAIT Credit Card. In the case of professional development, eligible expenses for online subscriptions and software licenses must be submitted for reimbursement through an expense claim in accordance with procedure FN.11.1.1 Expenses.
- **ITS Department:** Provides limited support for BYOD devices purchased with professional development funds.



## **Support:**

### **A. Hardware:**

1. Any computer hardware (laptops, desktops, cellphones, tablets, etc.) purchased personally will be considered as "bring your own device" (BYOD).
2. The service desk can provide basic support and assistance for BYOD devices, such as:
  - Email and login using SAIT credentials
  - Accessing the campus wireless network
  - Connecting to VPN
  - Accessing print services
3. ITS cannot provide the same level of support for BYOD devices as they do for SAIT provided devices. This means that they cannot help with tasks, such as:
  - New computer/device setup:
    - Recommending specifications for new devices
    - Setting up new devices with user and email accounts
    - Transferring data from an existing device to a new one
    - Installing or updating software, programs, system updates, etc.
    - Removing unwanted software or programs to free up space
  - Diagnosing, repairing, or tuning up devices:
    - Updating operating systems, BIOS, or registry
    - Installing or updating antivirus or antispyware software
    - Removing temporary files or folders to free up hard drive space
    - Recovering data from damaged or corrupted devices
    - Providing remote assistance support

### **B. Software:**

1. Software purchased using professional development funds is considered personally licensed and is therefore not eligible for institutional installation or ITS support.
2. Staff or Faculty must not:
  - Install SAIT licensed software on personally owned devices; or
  - Install personally licensed software on SAIT owned devices without explicit approval from ITS.

**Compliance:**

Faculty and staff are responsible for maintenance of their devices and ensuring appropriate security measures are in place if they attempt to connect to the network using SAIT credentials.

In the event that a BYOD device is identified as the cause of a security incident, ITS will temporarily restrict its access to SAIT's network, until it can be proven that the device no longer poses a security threat.

All SAIT employees are required to adhere to SAIT's policies and procedures related to computing and information technology resources, including procedures [AD.2.15.1 Acceptable Use of Computing Information and Technology Resources](#) and [AD.2.10.1 Password Guidance](#).

For more questions, please reach out to [ITS.Support@sait.ca](mailto:ITS.Support@sait.ca).

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