STUDENT TECHNOLOGY RESPONSIBILITY AND LIABILITY AGREEMENT
Office of Distance Education and eLearning

PURPOSE OF THE AGREEMENT

The purpose of this agreement is to specify the responsibilities of students receiving university-owned equipment and to provide students with important information about policies that govern the use of technology owned and managed by The Ohio State University.

SOLE USE OF THE EQUIPMENT

- I have been assigned university-owned equipment (listed below) and software for my sole use and benefit as a learning tool while actively enrolled as a student at Ohio State. I am assuming responsibility for the item(s) as long as they are issued to me.

- The use of these items is a privilege that can be revoked. Inappropriate use or neglect can result in limits to or loss of use of university resources. I will take every precaution to protect the equipment.

- I will not attempt to sell, give away, or otherwise attempt to transfer ownership of the device or related accessories (including chargers, cables, and software) in any way. I am responsible for any third-party usage of the equipment.

RETURNING THE EQUIPMENT

- I must immediately return/check-in this equipment and all related accessories (including chargers, cables, and software) at the request of the university, including representatives of the Office of the Chief Information Officer (OCIO) and the Office of Distance Education and eLearning (ODEE).

- If I withdraw or transfer from the university, I will receive notifications from Ohio State to return the equipment and all related accessories within 30 days, or I may purchase the equipment at its depreciated value (as determined by the Digital Flagship Equipment Value Chart). Failure to return or purchase the equipment may result in it being remotely reset to the original configuration or disabled and rendered nonfunctional with a charge for its replacement applied to my university accounts through the Bursar’s Office. Past-due accounts with the Bursar’s Office may incur finance charges and trigger collection efforts.
Upon successful completion of my undergraduate program, Ohio State will transfer ownership of the
device and its accessories to me. Apps owned by the university will be automatically removed and
retained by the university.

IN THE EVENT OF LOSS, THEFT, OR DAMAGE

If the iPad is lost or stolen, I may be issued a “loaner” device for my use while enrolled as a student at
Ohio State. This “loaner” device must be returned to the university at the conclusion of my studies at
Ohio State. If the “loaner” device is lost or stolen, I will be responsible for its full replacement cost.

If the iPad is damaged, I will be held financially responsible for the repair or replacement of the
equipment, unless a financial hardship waiver is claimed. The device includes three years of
AppleCare+ coverage for both manufacturer defects and accidental damage. The cost for repair or
replacement in the event of accidental damage under this agreement is $49, limited to three repairs
over three years. If the device is catastrophically damaged, a “loaner” device will be provided, which
must be returned to the university at the conclusion of my studies at Ohio State.

In the event that I report the iPad lost or stolen or the university has sufficient cause to believe the
device is no longer in my possession, the device may be rendered nonfunctional and the built-in
tracking mechanism ("Lost Mode") may be enabled by the university to allow for recovery of the device.

In the event of loss or theft, I will immediately file a report with the Department of Public Safety
(614-292-2121) and contact the OCIO Service Desk (614-688-4357).

APPROPRIATE USE

The iPad, accessories, and software covered in this agreement are issued for educational use in my
courses and for course-related work, and for managing other student life and university-related
activities (e.g. registering for classes, participating in Ohio State clubs, managing my accounts etc.).
Appropriate personal use of the technology is permitted.

I am solely responsible for the conduct with which the iPad, its software, and other University resources
accessed by the iPad are used.

The iPad is enrolled in Ohio State’s Mobile Device Management (MDM) service in order to provide a
reliable experience with the device and to enhance security in compliance with University policies. The
intent of MDM is to:

- Allow Ohio State to push university-purchased/approved apps and digital assets (such as
eBooks) to the iPad, make apps and digital assets available via “Self-Service,” and list the apps
installed on enrolled devices
- Require a 6-character passcode, enable device encryption, and set the screen to lock after a
period of inactivity

THE OHIO STATE UNIVERSITY
Upon successful completion of my undergraduate program, Ohio State will transfer ownership of the device and its accessories to me. Apps owned by the university will be automatically removed and retained by the university.

IN THE EVENT OF LOSS, THEFT, OR DAMAGE

- If the iPad is lost or stolen, I may be issued a “loaner” device for my use while enrolled as a student at Ohio State. This “loaner” device must be returned to the university at the conclusion of my studies at Ohio State. If the “loaner” device is lost or stolen, I will be responsible for its full replacement cost.

- If the iPad is damaged, I will be held financially responsible for the repair or replacement of the equipment, unless a financial hardship waiver is claimed. The device includes three years of AppleCare+ coverage for both manufacturer defects and accidental damage. The cost for repair or replacement in the event of accidental damage under this agreement is $49, limited to three repairs over three years. If the device is catastrophically damaged, a “loaner” device will be provided, which must be returned to the university at the conclusion of my studies at Ohio State.

- In the event that I report the iPad lost or stolen or the university has sufficient cause to believe the device is no longer in my possession, the device may be rendered nonfunctional and the built-in tracking mechanism (“Lost Mode”) may be enabled by the university to allow for recovery of the device.

- In the event of loss or theft, I will immediately file a report with the Department of Public Safety (614-292-2121) and contact the OCIO Service Desk (614-688-4357).

APPROPRIATE USE

- The iPad, accessories, and software covered in this agreement are issued for educational use in my courses and for course-related work, and for managing other student life and university-related activities (e.g. registering for classes, participating in Ohio State clubs, managing my accounts etc.). Appropriate personal use of the technology is permitted.

- I am solely responsible for the conduct with which the iPad, its software, and other University resources accessed by the iPad are used.

- The iPad is enrolled in Ohio State’s Mobile Device Management (MDM) service in order to provide a reliable experience with the device and to enhance security in compliance with University policies. The intent of MDM is to:
  - Allow Ohio State to push university-purchased/approved apps and digital assets (such as eBooks) to the iPad, make apps and digital assets available via “Self-Service,” and list the apps installed on enrolled devices
  - Require a 6-character passcode, enable device encryption, and set the screen to lock after a period of inactivity
- Prevent bypass or removal of the MDM, including user-initiated factory reset of the iPad or non-University management profiles

- Distribute software updates and related notifications to protect against vulnerabilities

- I can view details of the MDM profile at “Settings > General > Profiles & Device Management” on my device at any time, and understand that other settings not listed above are Apple/iOS system defaults displayed for information only. I will be informed if any aspects of the MDM are changed.

- Any attempt to bypass or remove MDM or other functionality established by the university (including, but not limited to, “rooting” or “jailbreaking” the device) will result in the iPad being remotely reset to its original configuration or disabled and rendered nonfunctional, with potential loss of data on the device.

- Should ownership of the equipment be transferred from Ohio State to me (either as result of the successful completion of my undergraduate studies or if purchased from the university upon my withdrawal) the university will remove all management, including the MDM and any apps owned by Ohio State. It may be necessary for the device to be reset to its factory state when removed from MDM.

- It is illegal to copy or distribute any software loaned through the ODEE/OCIO. I cannot copy, forward or otherwise distribute, in any manner, any of the university’s confidential information on the device.

- Installing software in any manner other than through the App Store or Self-Service is not permitted. The only exception is for students tethering the iPad to a Mac running XCode for the purpose of app development.

- Like any device connected to the university network, the network traffic to and from the iPad may be subject to routine monitoring, which is intended to protect against security threats, intrusion, and illegal activity.

- It is my responsibility to ensure my data is safe and secure in the event that the iPad becomes corrupted, must be reset or replaced, or is lost. Ohio State provides iPad-compatible secure file storage for this purpose. The university is not responsible for backing up the data on the iPad.

- Because the iPad is configured specifically for academic use, I will not use it for university business as an employee of Ohio State.

- I agree to comply with all federal, Ohio and other applicable laws, university rules and policies and all applicable contracts and licenses. Examples of such laws include the laws of libel, privacy, copyright, trademark, obscenity and child pornography (including the sharing of photos/videos), the Electronic Communications Privacy Act, the Computer Fraud and Abuse Act, and HIPAA. I will not use the equipment or software for any illegal or unlawful purposes. (An eBook will be provided to you that documents applicable university policies and support processes.)
Tech Support and Your iPad

OHIO STATE SUPPORT
Contact the IT Service Desk or visit Founders Hall room 196 for all issues related to Ohio State supported services and software such as email, Wi-Fi and Carmen. If your iPad is damaged or broken visit the IT Service Desk in Founders Hall room 196 or contact Apple directly. In the event of loss or theft, immediately file a report with the Department of Public Safety (740-755-7193) and contact the IT Service Desk (740-366-9244).

(740) 366-9244
go.osu.edu/help

APPLE SUPPORT
Apple can help you with any of their native apps such as Mail, Calendar, Pages® and GarageBand®. They provide a live chat and callback service as well as a mobile support app. Any Apple retail store will be available to assist with hardware and Apple software issues. If your iPad® is damaged or broken you can reach out to any of their help lines to get AppleCare® support.

1-800-800-2775 Option 3
getsupport.apple.com

DIGITAL FLAGSHIP

For more information visit go.osu.edu/dfhelp
Date: December 20, 2012

From: Joseph A. Alutto, Executive Vice President and Provost

To: E. Gordon Gee, President
Geoff Chatas, Senior Vice President for Finance and CFO
David Horn, Secretary of the Board of Trustees
Wayne Carlson, Vice Provost for Undergraduate Education
Kathy Starkoff, CIO
David Goss, Senate Fiscal Committee
Senior Management Council
Council of Deans

Re: Office of Distance Education and eLearning

To ensure that distance learning is fully integrated with all other academic planning, the university established the Office of Distance Education and eLearning, with programs to be available in summer 2013. The university’s distance education and eLearning programming will be known as Ohio State Online. Mr. Michael Hofherr, senior director of Learning Technologies, has been promoted to Associate Vice President to lead this new unit. Under his leadership, the following units that currently report to the Office of the CIO and the Office of Undergraduate Education will be integrated into the Office of Distance Education and eLearning.

OCIO: Carmen, RIV (OSU:Pro), Classroom Services, Computer Labs, Digital Union, Outreach, Grants Management, Digital First, Equipment Loan and Audience Response, and Media Services (including Media Online Delivery and Video Conference).

Undergraduate Education: Extended & Distance Education Administration, Continuing Education Academic Program Services, and Continuing Education Non-Academic Program Services.

I have asked Assistant Vice President Henry Zheng to work with the Office of the Controller, Office of Financial Planning and Analysis, Office of the CIO, Office of Undergraduate Education, Office of Administration and Planning, and Office of Human Resources to coordinate the creation of this new organization unit and to transfer the current PBA budget, cash balance, and personnel from the composite units to the new unit. In addition to the combined budgets from the existing units, I have also authorized multiple-year budget allocations from the Office of Academic Affairs to support the development of eLearning and distance education capabilities in this office to serve the campus communities and to meet the needs of our students and learners.
OAA Investment in Distance Education

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New PBA</td>
<td>$970,000</td>
<td>$94,100</td>
<td>$96,923</td>
<td>$34,831</td>
<td>$100,876</td>
<td>$1,296,729</td>
</tr>
<tr>
<td>Cash</td>
<td>$1,766,250</td>
<td>$1,743,743</td>
<td>$2,019,509</td>
<td>$2,134,200</td>
<td>$2,198,817</td>
<td>$9,862,519</td>
</tr>
</tbody>
</table>

In addition, OAA’s funding for the Digital First Initiative that was originally allocated to the OCIO will be redirected to the Office of Distance Education and eLearning.

I fully expect that our investment in this exciting new effort will generate positive returns, in terms of academic programming, student enrollment, national reputation, and financial growth. The new office has been given a set of performance targets and I am confident that with Mr. Hohferr’s leadership and the support and participation of our stakeholders we will surpass these performance targets and help the University achieve the excellence to eminence transformation.

Cc: Kris Devine, Michael Hohfer, Henry Zhang, Tom Ewing, Jeff Allen, John Kuhar, Clay Michalowski, Gretchen Gombos, Marsha Watkins
Ohio State may expand cost-saving digital textbook initiative

By Jennifer Smola
The Columbus Dispatch

Ohio State is looking to expand a digital textbook initiative that it hopes will eventually save students millions.

This week, the university’s board of trustees is expected to consider a proposal to expand a program that was piloted to about 1,600 students from 12 courses this school year. If the expanded program is approved, it would reach about 11,500 students from 32 courses across nine colleges and departments.

The program, called CarmenBooks, is expected to result in more than $865,000 in additional student savings if approved.

The university had piloted eReader software and CarmenBooks this school year, allowing students digital access to course materials directly through Carmen, OSU’s site for web course tools. The pilot has already resulted in about $217,000 in student savings.

Students are notified during registration that: certain courses use CarmenBooks. The bill for the course materials shows up on a student’s account just as other fees would, and the digital textbooks are available as soon as an instructor sets up the course on Carmen, in some cases, well before the first day of class.

That’s a good thing for student success, said Ashley Miller, associate director for affordability and access in Ohio State’s Office of Distance Education and eLearning.

“Students who have access to textbooks on the first day of class, there are studies that indicate that this positively impacts learning,” she said.

The hope is to continue expanding the use of CarmenBooks, Miller said.
"We anticipate with each semester, kind of bringing more and more classes on and more students will be impacted," she said.

The university’s Affordable Learning Exchange, which aims to reduce the cost of course content, has a goal to save students $10 million by 2020. But with CarmenBooks and other existing cost-reducing measures, the exchange will likely far exceed that goal, Miller said.

The trustees are scheduled to meet Thursday and Friday.

@jennsmola