



Mobile Device Applications

Purpose

To ensure that mobile applications developed, deployed, promoted or endorsed for university business or representation are secure, consistent, effective and efficient.

Persons Affected

All faculty, staff and students who might develop, deploy or promote a mobile application intended to facilitate the official work or communication of the university.

Definitions

SFA-related standalone app: a mobile device application that represents SFA or one of its colleges, departments, offices or other units. These applications are subject to guidelines established in the official university Identity Standards Manual.

Policy

A working group with representatives from the Web Development Office (WDO), Steen Library, Center for Teaching and Learning (CTL), Information Technology Services (ITS), and the Office of Student Affairs (OSA) is responsible for delivery platform(s) selection, content collection, and technical development.

The WDO maintains oversight and provides documentation that explains guidelines and procedures for developing mobile applications at SFA. These guidelines and procedures are updated by the working group as necessary and are available on the WDO website (www.sfasu.edu/web-dev/).

Procedures

- A. Requests for new apps must be submitted using the Standalone Mobile Application Request form. The WDO will review the proposal, determine whether a standalone app is appropriate, and contact the requesting unit. Requests for SFA-related standalone apps must be approved by the appropriate vice president.
- B. To ensure consistency, SFA-related standalone apps must be distributed under SFA's official developer account in the appropriate mobile application delivery platform, e.g., iOS App Store, or Google Play Store. No other accounts may be created to develop or distribute SFA-related standalone apps.

Related Statutes or Regulations, Rules, Policies, or Standards

SFA HOP 06-101 Acceptable Use of Information Resources



Responsible Executive

Provost and Executive Vice President for Academic Affairs
Chief Information Officer
Chief Marketing Communications Officer

Forms

Standalone Mobile Application Request Form

Revision History

September 1, 2023 (original)