

## Board of Directors iPad Usage Policy:

### I. PURPOSE AND OBJECTIVES

The purpose of this iPad Usage Policy is to establish guidelines and procedures for Board members of the Mark Twain Health Care District (MTHCD) to implement the efficient use of technology in receiving and reviewing board meeting materials and to reduce costs and waste associated with the creation and distribution of materials in paper format.

### II. POLICY GUIDELINES

#### A. Ownership

1. Upon membership to the MTHCD Board of Directors, one iPad with accessories will be issued to each Board or standing committee member. iPads issued by the Board are the property of MTHCD and recipients have no ownership, interest, or right to title of the iPads or any information stored or annotated on the device. Upon receipt of an iPad from MTHCD, Board recipients agree to return such iPad to MTHCD upon demand.
2. The security and care of each iPad and the information stored or annotated on it is the responsibility of each recipient respectively, while it is issued to that person.
3. Upon the expiration of a recipient's service to MTHCD, their iPad shall be returned to the Executive Director whose designee will appropriately wipe (see section E. 2, below) all stored information from the iPad and reissue such iPad in accordance with this policy.
4. Replacement iPads will be issued from time to time due to wear and tear usage or material technology updates.

#### B. License Agreements

MTHCD is the sole licensee of the software included with the iPad. Any copying, modification, merging or distribution of the software by the recipient, including written documentation is prohibited. Any individual issued an iPad is responsible for complying with any and all hardware, software and service provider license agreements, terms of use, and applicable state and federal copyright laws, as well as any other intellectual property protections. Violations of any such licenses, terms or laws shall constitute a violation of this policy and may subject the recipient to revocation of such privileges.

#### C. Liability

1. Recipients are responsible for all materials sent by and/or stored or annotated on the iPad issued to them. The recipients accept responsibility for keeping the iPad free from all inappropriate or dangerous websites, software and files.
2. MTHCD is not liable for any material sent by, or any material stored on, iPads issued to recipients other than MTHCD data loaded on the iPad in connection with MTHCD business.

**D. Acceptable Use**

1. MTHCD only authorizes use of its iPads in a manner that supports its mission.
2. Personal use is permissible, but it may not interfere with the Board’s mission or interfere with or negatively impact any other person’s or entity’s rights, nor conflict with any laws, or District policies.
  - a. Notwithstanding the above, MTHCD iPads are not to be used for personal profit or non-profit business purposes, including but not limited to advertising, rentals, selling or buying goods or services or solicitations.
  - b. MTHCD iPads are not to be used for any illegal activities, including, but not limited to the storage or transmission of copyrighted materials not in the name of MTHCD or the recipient.
3. Installation of any applications on an issued iPad is prohibited without prior authorization by the Executive Director.

**E. Loss or Damage**

1. Recipients are responsible for the safety and security of their assigned iPads.
2. Theft or loss of, or damage to, a MTHCD iPad must be reported immediately to the Executive Director. In any of these instances, such iPad will be remotely wiped for the purpose of removing any sensitive or confidential data. MTHCD is not responsible for any loss, cost or harm resulting from the wiping of any data or information stored on the iPad. Wiped, for purposes of this policy, means to erase all information.
3. Recipients must not modify, upgrade or attempt to repair iPads issued under this policy without the express advance permission of the MTHCD Executive Director.

**F. Internet Access**

MTHCD will provide iPad recipients with internet access through Wi-Fi only; no data plan will be provided.

**G. Acceptance**

1. Eligible individuals may in their discretion, decline acceptance of an iPad. In such instance, that individual may receive Board meeting materials for regular, special and committee meetings on paper.
2. Individuals who decline use of an iPad shall not be entitled to any other form of equipment in replacement of the iPad.
3. All individuals who accept an iPad from MTHCD agree and acknowledge, without restriction or reservation, that any information contained in such iPad, is potentially subject to the Public Records Act.

I acknowledge that I have received, read, and understand the iPad Usage policy of Mark Twain Health Care District.

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Eligible Individual Signature

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Date

**iPad USAGE Agreement**

I, \_\_\_\_\_, recognize that the iPad and accessories provided to me by the Mark Twain Health Care District (MTHCD) is the property of MTHCD. I agree that when I leave the MTHCD, I will immediately return the property listed below in good condition.

I understand that the equipment under this agreement means any Hardware, Software or Applications provided to me. The Software or Applications provided include all Software and Applications preinstalled by the Equipment manufacturer and any Software or Applications added by the MTHCD. I agree the Equipment provided to me cannot be used for activities prohibited by the MTHCD or that may reflect unfavorably on the MTHCD.

I agree to return any equipment provided to me when requested to do so by the Board President, Executive Director (or designee). I understand the MTHCD may occasionally ask me to return the Equipment for inspection, upgrades or updates and the Equipment must be promptly returned by me upon request.

I will notify the MTHCD as soon as possible of any damage or loss of the Equipment. If the Equipment is damaged, impaired, lost or stolen through my negligence, I may be financially liable for costs of repair or replacement.

<b>Kind of Equipment (i.e. Laptop, Printer, Software)</b>	<b>Equipment Manufacturer</b>	<b>Make and Model or Software Title and Version</b>	<b>Serial Number (where applicable)</b>

\_\_\_\_\_ I decline this equipment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date