

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	iPad Policy	Approved :	3/1/2012
Policy Number:	914	Author:	McDonald
Associated:			

PURPOSE

This directive sets forth the comprehensive process for items pertaining to dissemination and usage of the iPad that will help catapult the Commission into going green. The Policies and procedures in this document apply to all iPads used by Commissioners and staff.

POLICY

This directive sets forth the comprehensive process for items pertaining to dissemination and usage of the iPad that will help catapult the Commission as it strives to implement green, environmentally friendly policies. The Policies and procedures in this document apply to all iPads used by Commissioners and staff.

RECEIVING YOUR iPad

- iPads will be distributed from the County Commission Office.

RETURNING YOUR iPad

- iPads must be turned into the Commission office at the end of each individual term of office, upon resignation or termination.

TAKING CARE OF YOUR iPad

**1 General Precautions**

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in unlocked cars or any unsupervised area.

**1.1 Carrying iPads**

The protective cases provide with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device.

- iPads should always be within the protective case when carried.

## 1.2 Screen care

The iPads can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against walls, car doors, floors ect as it will eventually break the screen.

### USING YOUR iPad AND MANAGING YOUR FILES

- iPads must be brought to the Commission meeting with you as the staff will no longer make copies of the huge agenda packet. (small packets will still be available for the public)
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are unacceptable.
- Passwords are not to be used.
- Sound must be muted at all times.
- Data storage will be through apps on the iPad.
- Home internet access via wireless networks will be allowed.
- Email accounts may be set up on the iPad upon request.

### SOFTWARE

- Additional software will not be allowed without preauthorization from the IT Specialist.

### ACCEPTABLE USE

This policy is provided to makes all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated and access may be denied.

## 2 Counties Responsibilities

- Provide internet access.
- Provide internet blocking of inappropriate material as able.
- Provide network and data storage areas.
- The staff reserves the right to review, monitor and restrict information stored on or transmitted via County Commission owned equipment and to investigate inappropriate use of resources.

- Provide Commissioners guidance to aid them and help assure compliance of the acceptable use policy.

## **2.1 Users Responsibilities**

- Use device in a responsible and ethical manner.
- Obeying general rules concerning behavior and communication that apply to iPad use.
- Using technology resources in an appropriate manner so as to not damage equipment.
- Help staff protect our computer system/device by contacting staff about any security problems they may encounter.
- Monitor all activity on their account(s).
- Should always turn off and secure the iPad after you are done working to protect the work and information.
- Return iPad cases/sleeves with only normal wear and no alterations to avoid paying an iPad case/sleeve replacement fee.
- iPads that are lost or stolen must be reported to staff and the Police Department.
- iPad batteries must be charged and ready for use.

## **3 Protecting, Storing iPads, Repairing or Replacing iPads**

- iPads will be labeled and identified by serial numbers to each individual.
- The Commission Executive Assistant will store and load the agenda for each week on the individual iPads.
- The iPads will be repaired/replaced at no cost for software issues.
- Users will be responsible for ALL damages to their iPad including, but not limited to: broken screens and cracked plastic pieces.
- All claims must be reported to the Commission Executive Assistant along with a copy of a police or fire report.
- Any lost sleeve or carrying case will be charged to the user at replacement cost.
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