

TOWN OF HIGHGATE
IPad Use and Agreement Policy

Name:

Date of issuance:

_____ I understand that I am being issued an iPad as a tool to facilitate my work.

_____ I understand that I am responsible for the iPad issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.

I further understand that:

_____ The iPad is only a work tool and should be used in support of your duties as members of town boards.

_____ The iPad should be transported in its case and stored carefully so it is not susceptible to damage.

_____ The iPad should never be left unattended or unsecured.

_____ The iPad should not be left unattended in any public area.

_____ Acceptable storage of the iPad includes locked desks, cabinets or other secured spaces not visible when the iPad is not in the user's possession.

_____ The iPad should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting in theft.

_____ In the case of any damages or abuse of the iPad, or because of my failure to follow this Use and Agreement Policy, I understand I may be held responsible for the replacement costs for the iPad.

_____ I understand that upon termination or resignation, I am expected to return the iPad and case in proper working order.

_____ I understand that continued failure to return equipment may be considered theft and may lead to criminal prosecution.

_____ I understand personal information retained on the iPad is to be guarded and kept confidential at all times.

Name	Signature	Date
Person issuing	Signature	Date