

## IPad Use and Possession Agreement

### Introduction:

The goal of this policy is to allow the IPad mobile device issued by the Housing Authority to be securely used to access HATT's Board information. The focus of this policy is to mitigate the risks to HATT associated with the use of the IPad. In order to electronically conduct the printed business of the Board of Commissioners, the Housing Authority will supply email addresses for each Commissioner.

HATT retains sole right of possession of the IPad and related equipment. The IPad will be issued to the Board of Commissioners according to the guidelines set forth in this document. HATT retains the right to collect and/or inspect the IPad at any time and to alter, add or delete installed software or hardware.

### Purpose:

This policy was created to alleviate known risks associated with:

- A breach of confidentiality due to the access, transmission, storage, and disposal of sensitive information using the IPad.
- A breach of integrity due to the access, transmission, storage, and disposal of sensitive information using the IPad.
- A loss of availability to critical systems as a result of using the IPad.

### Policy:

As a Commissioner of the Board for the Housing Authority, I am being provided with the use of an IPad, at the expense of the Housing Authority, for use in HATT Board meetings, to receive HATT Board agendas, HATT Board packets and to receive and respond to HATT business-related emails. I understand the IPad is for HATT business only and all pertinent applications to conduct this business are installed on the device. This policy applies to the IPad device issued by HATT and its user as well as personal devices used for business and/or individual purposes to store HATT information. I understand that this device and all contents, including all emails, documents, images, and other materials are the property of HATT and are subject to inspection by HATT and any other entity under the Texas Public Information Act and the Freedom of Information Act.

### Terms of Agreement:

**As a Commissioner of the Board for the Housing Authority, I agree...**

- ...that at the expiration of term served, the IPad will be immediately returned to the Housing Authority in the same condition upon which it was delivered.
- ...to use this device strictly for HATT business associated with the Board of Commissioners.

- ...to be trained on the use and care of this mobile device.
- ...to transport the iPad in the iPad case provided by HATT.
- ...to avoid stacking or placing heavy objects on top of the iPad.
- ...to keep food and beverages away from the iPad.
- ... to not do anything to alter or deface the iPad or case in any way.
- ...to not disassemble any part of the iPad or attempt any repairs.
- ...to not delete any installed applications.
- ...to not use this device for personal gratification by combining personally owned media and HATT owned media as this would be a copyright violation.
- ...to not download or install any unauthorized or unapproved applications to this mobile device.
- ...to not loan or lend this device.
- ...to keep it charged.
- ...to bring this device to all Board meetings.
- ...to immediately report any malfunctions or damage to the Executive Director or Executive Assistant.
- ...to comply with the terms and conditions of this agreement and accept the responsibility and accountability for the protection and proper use of this device.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_