

# COLORADO STATE UNIVERSITY SYSTEM

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## Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 126: CSUS Board iPad Usage Policy

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### **Board Policy:**

The purpose of this iPad Usage Policy is to establish guidelines and procedures for staff and Board members of the Colorado State University System (CSUS) to implement the efficient use of technology in receiving and reviewing Board information and meeting materials. This policy is also intended to reduce costs and waste associated with the creation and distribution of Board information and materials in paper format.

### **Procedure and Guidelines:**

#### **A. Ownership and Authorized Users**

1. Upon appointment to the CSUS Board of Governors, one iPad with approved applications and accessories will be issued to each Board member. iPads issued to Board members are the property of CSUS. Board members have no ownership, interest, or right to possession of the issued iPad or the approved applications except as outlined herein, or any information stored or annotated on the device.
2. Designated CSUS staff, at the discretion of the Chancellor, may also be issued an iPad with approved applications and accessories. iPads issued to designated staff are the property of CSUS and staff has no ownership, interest, or right to possession of the iPad except as outlined herein, or any information stored or annotated on the device. The user shall return the iPad to CSUS upon the direction of the Chancellor or General Counsel.
3. The Board members and designated staff referenced above shall be referred to as “authorized user.”
4. iPad devices must be password protected and automatically lock down after 15-minutes of no use in order to protect from unauthorized access and tampering.
5. The care of each iPad and the CSUS information stored or annotated on any device is the responsibility of each authorized user.
6. All issued iPads will be covered by the Apple Protection Plan. Any technical, warranty or repair issues relating to such iPads shall be sent to the Executive Assistant to the Board or the Information Technology (IT) Manager who shall notify Apple of any requests for service.

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7. Upon the expiration of a Board member's term or staff member's service to CSUS, the iPad shall be returned to the General Counsel whose IT designee will appropriately wipe (see section F. 2, below) all stored information from the iPad and the secure website and reissue such iPad in accordance with this policy.
8. Replacement iPads may be issued from time to time due to wear and tear usage or material technology updates.
9. This policy shall apply to the use of any CSUS application loaded on any personal iPad.

### **B. License Agreements**

1. CSUS is the sole licensee of the software included or loaded onto the iPad. Any copying, modification, merging or distribution of the software by an authorized user, including written documentation, is prohibited. All authorized users are 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 authorized user to revocation of iPad privileges.

### **C. Liability**

1. Authorized users are responsible for all materials sent by, stored, or annotated on any iPad. The authorized users accept responsibility for keeping the iPad free from all inappropriate or hazardous applications, "Apps" and/or files.
2. CSUS is not liable for any material sent by, or any material stored on, iPads of authorized users other than CSUS data loaded on the iPad in connection with official CSUS business.

### **D. Acceptable Use**

1. CSUS only authorizes use of its iPads or applications for official Board business.
2. Any information stored on devices relating to CSUS Board of Governors business may be subject to the provisions of the Colorado Open Records Act (CORA).

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3. Personal use of the iPad is permissible, provided such use is consistent with this policy.
  - a. Notwithstanding the above, CSUS iPads are not to be used for any illegal activities, including, but not limited to, the storage or transmission of unauthorized copyrighted materials.
  - b. While using the iPad, the authorized user may not engage in any activity that would compromise the security of the CSUS electronic communications systems. This includes, but is not limited to, sharing passwords, or allowing others access to CSUS electronic communication system resources.
  - c. CSUS iPads are not be used for access, display or distribution of files containing obscenity, profanity, pornography or discriminatory bias or animosity toward legally protected classes.
  - d. All software, including but not limited to freeware, must be approved by the IT Manager. However, authorized users are permitted to purchase and install applications under their personal ID and accounts consistent with the usage requirements. The authorized user is responsible for all payments and liabilities associated with the use of personal applications.

### **E. Maintenance**

1. It is the responsibility of the authorized user to contact the IT Manager to arrange for, and insure the completion of, regular maintenance or emergency software updates or patches if needed.
2. The authorized user shall be responsible for the appearance and cleanliness of the issued equipment and shall refrain from altering the general design, operation or appearance of the equipment.

### **F. Loss or Damage**

1. Authorized users are responsible for the safety and security of their iPads and must take appropriate measures to ensure that devices are protected against damage, loss, theft, and security breaches.
2. Theft, loss, or damage to a CSUS iPad must be reported immediately to the General Counsel or IT Manager. In any of these instances, such iPad will be remotely wiped for the purpose of removing any sensitive or confidential data. Also, for security purposes, CSUS iPads will be wiped if an incorrect password is attempted more than 10 times. CSUS is not responsible for any loss, cost or harm resulting from the wiping of any data or information stored on the iPad. For purposes of this policy, "wiped" means to erase all information and restore to factory defaults.

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3. Authorized users must not modify, upgrade or attempt to repair iPads issued under this policy without the express advance permission of the IT Manager. All repairs must be made through the AppleCare Protection Plan and coordinated through the IT Manager.
4. CSUS will only cover the cost of the first repair or replacement of an issued iPad which is lost or stolen. All subsequent repairs and replacement will be the sole responsibility of the authorized user.

### **G. Internet Access**

1. Cost of access to the internet outside of Board meetings will be the sole responsibility of the authorized user. CSUS will provide iPad authorized users with internet access through Wi-Fi only during meetings. No data plan will be provided.

### **H. Information Access**

1. Board information means all meeting materials for regular and special meetings of the Board and its committees.
2. Board information for each meeting will be placed, maintained, modified and removed by authorized CSUS staff on a secure portal accessible to each authorized user.
3. All Board information posted to the secure portal must first be reviewed and approved by the Chancellor and General Counsel.
4. Authorized users are responsible for maintaining any Board information which is confidential or privileged in a secure manner.
5. Board information placed on the secure portal shall not constitute the official record of the Board proceedings. The official public record of the Board materials will be posted on the Board's website once the materials are in final form. The official public record of each Board meeting will be maintained in accordance with the Board's record retention policy.

### **I. Acceptance**

1. Board members may, in their discretion, decline the acceptance of an iPad. In such instance, that Board member may receive Board meeting materials for regular, special, committee and retreat meetings in paper form.
2. Board members who decline use of an iPad shall not be entitled to any other form of equipment in replacement of the iPad.

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3. Personal iPads, tablets or similar devices used for CSUS Board of Governors business are the sole responsibility of the authorized user and will not be supported by CSUS staff. Staff or Board members using a non-supported device are responsible for configuring their own device.
4. All authorized users who accept an iPad from CSUS shall sign a document upon receipt of equipment from the IT Manager, agreeing to comply with these policies. Improper use may result in confiscation of equipment.
5. All authorized users who accept an iPad from CSUS must also agree and acknowledge that any information contained in such iPad are subject to incidental review by CSUS IT staff, regardless of whether the information is CSUS related or personal in nature.

History: Board resolution May 8, 2014.