

Sample iPad User Agreement

Equipment

(Insert Co-op Name) retains sole ownership of the iPad and related equipment. The iPad will be issued to staff and directors according to the guidelines set forth in this document. (Insert Co-op Name) retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware. All iPads must be returned to the (Insert Co-op Name) office at the end of your term or in the event of removal from the Board or resignation all equipment must be returned immediately to the (Insert Co-op Name) office.

Customization of Equipment

Staff and Directors will be permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. System Preferences). Staff and Directors will be allowed to sync with their personal iTunes accounts.

Damage or Loss of Equipment

In the event that any damage occurs or if the iPad is lost, it needs to be reported to (Insert Co-op Name) staff immediately. If the iPad and/or assigned additional equipment (power cord, case, adaptor, etc) is lost, stolen or damaged because of negligence, the Director/Staff will be personally responsible for all cost associated with its repair, maintenance and/or replacement. (Negligence: Failure to exercise the degree of care considered reasonable under the circumstances.)

Inappropriate Content

Inappropriate content will not be allowed on iPad devices. Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or gang related symbols or pictures are not permitted.

Standards for Personal iPad Care

Responsibilities:

1. Bring the iPad, charged and ready to go to (Insert Co-op Name) meetings.
2. Back up your data-sync with a home computer through iTunes or utilize Dropbox or other applications for data backups.
- 3.. Report any problems, damage, or theft immediately to (Insert Co-op Name) staff.
4. (Insert Co-op Name) will issue security code for the iPad. Ensure the iPad always has a security code in place.

General Care:

1. Do not do anything to the iPad that will permanently alter it in any way.
2. Do not remove any serial numbers or identification placed on the iPad.
3. Keep the equipment clean. For example, do not eat or drink while using the iPad.

Carrying the iPad:

1. Transport the iPad utilizing the iPad cover that is provided with the iPad. If you would like additional protection the iPad with cover will fit into a 10" netbook case.

Screen Care:

1. To clean the iPad, unplug all cables and turn off iPad. Use a soft, slightly damp, lint-free cloth.
*See Apple website at support.apple.com/manuals/ipad or iPad User guide for more information.

Personal Health & Safety

1. Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
2. Take frequent breaks when using the iPad for long periods of time
3. Do not share your passwords with anyone. Keep the iPad in a secure location.

By signing below, I agree to follow all rules and restrictions set forth by Peel/Halton Co-operative Housing Federation for the use of indicated devices and applications.

Assigned Equipment:

- iPad Serial Number # _____
- PHCHF Asset Tag # _____
- Security Code # _____
- Protective Case
- Power Cord

Other Comments _____

Name of Director and/or Staff:

Date:

(Print Name)

(Signature)