

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-11**

Subject: Electronic Communication Devices for Directors and Attorney

Objective: To ensure efficient, simple and secure communication between Polk-Burnett Electric Cooperative (Polk-Burnett) directors, the attorney and management, Polk-Burnett shall furnish an electronic communication device (iPad) for use by each of its directors and attorney.

Policy:

- A. Polk-Burnett will furnish and maintain an iPad for use by each of its directors and attorney for the duration of his/her tenure.
- B. Polk-Burnett will furnish the application software for each iPad required to meet Polk-Burnett business needs. Directors and/or attorney will be financially responsible for additional applications.
- C. Polk-Burnett shall repair or replace the iPad if it is damaged, lost or stolen.
- D. Support of a malfunctioning iPad shall begin with Polk-Burnett's IT department.
- E. iPads remain the property of Polk-Burnett until the conclusion of service as a director and/or attorney, at which time, after the iPad is reformatted, may be retained by the director or attorney.

Guidelines:

1. iPads will have Wi-Fi connection (connects to the Internet only) that can be used wherever Wi-Fi service is available.
 - a) Polk-Burnett can assist in setting up Wi-Fi at board member homes, but the charges for Wi-Fi will be at the board members expense.
 - b) A separate data plan for 4G can be added, but monthly charges will be at the board members expense.
2. A Wi-Fi connection will be made available for board iPads when the iPads are brought into a Polk-Burnett office during meetings.
3. The iPad will require a 4-digit numeric pin in order to log-on as well as for periods of inactivity. The iPad will have an idle timeout (go into a lock state) when not in use.
4. Each iPad will be set up with a Polk-Burnett corporate email account. The board member may setup the iPad for personal email.
5. Documents that are sensitive or confidential in nature should not be sent via e-mail, nor kept on the iPad. Communication of this type of material will be provided via the board packet application.
6. If an iPad malfunctions or is lost, stolen or damaged, contact Polk-Burnett immediately. Polk-Burnett reserves the right to reformat the iPad and remove the board packet application. The board member may need to turn over their AppleID and password to Polk-Burnett's IT department so the device can be reformatted. Replacement of iPad will be determined on a case-by-case basis.
7. The iTunes account associated with a board member's iPad shall be their personal email address or their existing AppleID.
8. Personal applications may be downloaded to the iPad by the board member provided the application does not interfere or degrade the performance of the Polk-Burnett board packet application.
9. Printing: There are no restrictions on printing documents from the iPad to a wireless printer. However, directors shall adhere to Policy BD-20: Proprietary Information when printing or e-mailing documents in the board packet application.

It shall be the responsibility of the board of directors to ensure adherence to this policy.