

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-11**

Subject: Electronic Communication Devices for Directors

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

Policy:

- A. Polk-Burnett will furnish and maintain an iPad for use by each of its directors 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 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, at which time, after the iPad is reformatted, may be retained by the director.

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 director homes, but the charges for Wi-Fi will be at the directors expense.
 - b) A separate, cellular data plan can be added, but monthly charges will be at the director's expense.
2. The iPad will require a pin in order to unlock the device after periods of inactivity. The iPad will have an idle timeout (go into a lock state) when not in use.
3. Director iPads will be set up with a Polk-Burnett corporate email account. The director may setup the iPad for personal email.
4. 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.
5. 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 director 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.
6. The iTunes account associated with a director's iPad shall be their personal email address or their existing AppleID.
7. Personal applications may be downloaded to the iPad by the director provided the application does not interfere or degrade the performance of the Polk-Burnett board packet application.

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

Edward O. Gullickson, President
April 25, 2022