

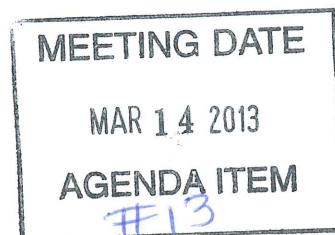
Memorandum

Date: March 13, 2013

To: Board of Retirement
Marilyn Leedom, Retirement Chief Executive Officer

From: Karen Levy, General Counsel

Subject: iPad Usage Policy



I. BACKGROUND

As requested by the CCCERA Retirement Chief Executive Officer, enclosed is a draft iPad Usage Policy for the Retirement Board's consideration. The cost of purchase of iPads is included in CCCERA's 2013 budget, as approved by the Board on November 20, 2013. This policy would establish guidelines and procedures for the use of iPads for delivery of Board materials and use in the course of conducting CCCERA business.

II. SUMMARY OF KEY PROVISION IN THE DRAFT POLICY

Counsel worked with the Retirement Chief Executive Officer to define and recite the following guidelines and procedures for the use of iPads by Retirement Board Members and approved senior staff:

- The purpose of issuing iPads to Board members and approved senior staff is to enhance efficiency and speed of conducting the business of the retirement system, including a reduction in the administrative, postage and copy costs associated with the mailing of Board agenda packets.
- The Board has requested making Board materials available in a secure, electronic format to all Board members and senior staff.
- CCCERA-issued iPads are CCCERA's property
- CCCERA-issued iPads are to be used in a manner that supports the business of CCCERA.
- CCCERA-issued iPads are not to be used for personal profit purposes such as advertising, rentals, selling, or other such uses.
- CCCERA-issued iPads are not to be used for any unlawful activity.
- Board members and staff are responsible for the security and safety of their assigned iPads.

The draft iPad Usage Policy is enclosed, for the Board's consideration.



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CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

IPAD USAGE POLICY

Adopted _____

I. PURPOSE

The Board of Retirement ("Board") of the Contra Costa County Employees' Association ("CCCERA") adopts this policy to establish guidelines and procedures for the use of iPads for delivery of Board materials and use in course of doing CCCERA business.

The Board recognizes the benefit of using technology to enhance the efficiency of the system, including a reduction in the administrative, postage and copy costs associated with the mailing of Board agenda packets. Through continued technological development, (CCCERA) is dedicated to reducing its use of material resources while improving on the delivery of its mission. The use of iPads will provide the CCCERA Board of Retirement with convenience, speed and cost-effectiveness.

The Board wishes to make all Board materials available in a secure, electronic format to all Board members and senior staff.

II. GENERAL PRINCIPLES

CCCERA will issue an iPad to each Board member, as requested, and to senior staff as approved by the Retirement Chief Executive Officer.

The usage principles of the iPads issued by CCCERA are outlined below:

A. Ownership

1. Upon approval of the CCCERA Board of Retirement, one iPad will be issued to the requesting Board Member and approved staff. iPads issued by CCCERA are the property of CCCERA. Board members and staff have no ownership, interest or right to title in the iPads.
2. Each board member and staff to whom an iPad is issued is responsible for the security and care of that iPad, regardless of where the iPad is used.
3. All iPads will be covered by the AppleCare Protection Plan. Board members and staff shall contact AppleCare at 1-800-APL-CARE (1-800-275-2273) with any technical, warranty or repair issues.

4. Upon the termination of Board membership or staff's employment, the iPad will be returned to CCCERA Chief Executive Officer or designee, who will have the iPad wiped. The unit will be reissued upon receipt of the necessary paperwork from the new CCCERA Board member or designated staff.

B. License Agreements

1. CCCERA is the sole licensee of the software included with the iPad. Any copying, modification, merging or distribution of the software by the board member, including written documentation, is prohibited. Board members and staff are responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

C. Liability

1. Board members and staff are responsible for all material sent by and/or stored on the iPad issued to them. Board members and staff accept responsibility for keeping their iPad free from all inappropriate or dangerous files.
2. CCCERA is not liable for any material sent by and/or stored on iPads issued to board members or staff.

D. Usage Guidelines

1. CCCERA only authorizes use of its iPads in a manner that supports the business of CCCERA.
2. Personal use is permissible so long as, in the determination of CCCERA, it does not interfere with CCCERA's business, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any law.
 - i. Notwithstanding the above described permissible personal uses, CCCERA's iPads are not to be used for personal profit such as advertising, rentals, selling things, or other such uses.
 - ii. Examples of unacceptable use of iPads include, but are not limited to:

- a. Transmission or storage of copyrighted materials not in the name of the board member or CCCERA in violation of copyright laws;
 - b. Transmission of or participation in communications with other board members in violation of open meeting laws. The Board recognizes that a majority of its members may not communicate with each other, either at the same time or serially, regarding CCCERA matters, outside of noticed Board meetings.
3. Installation of applications is limited to applications that are consistent with the terms listed in this policy.
4. Modification of the iPad's operating system to allow installation of applications not approved by Apple is prohibited.

E. Loss and Damage

1. Board members and staff are personally responsible for the security and safety of their assigned iPads and will be held fully liable if stolen, lost, destroyed or not returned. Board members and staff will be required to reimburse CCCERA for the full replacement cost of the iPad if it is stolen, lost, destroyed or not returned. The replacement cost will be the current cost of replacing the iPad with a new one of equal quality and effectiveness.
2. Loss of or damage to a CCCERA iPad must be reported immediately to CCCERA Chief Executive Officer or designee.
3. Board members and staff must not modify, upgrade, or attempt to repair iPads issued under this policy without the express permission of CCCERA. All repairs must be made through the AppleCare Protection Plan. Repairs not covered by the AppleCare Protection Plan which are determined to be caused by negligence, shall be covered by the board member and staff.

F. Wireless Services and Data Plan

1. Secure wireless services will be available in the CCCERA Board Room for use of Board members and senior staff.
2. Board members may individually select to purchase a 4G data plan; CCCERA will not reimburse for data plan expenditures.

3. Board members may elect to use their own iPad, which shall remain their property.

III. USER CERTIFICATION

I have read and agree to the terms of the CCCERA iPad Usage Policy.

Name _____

Signature _____

Date _____

DRAFT