

**JCIDA POLICY REGARDING POSSESSION AND USE OF AGENCY-
ISSUED ELECTRONIC EQUIPMENT**

Adopted January 3, 2013 - Reviewed October 1, 2020

Equipment Issued Description and Serial Number _____

Equipment Issued to _____

Date of Issuance _____

Agency position held: Board of Director _____ Staff _____

Use Policy

The Jefferson County Industrial Development Agency has issued the above electronic equipment for exclusive use in Agency related activities. This device is not to be used for personal activities and is provided to the above-named individual for the sole purpose of enhancing their Agency-related activities.

Loaning the Device

The device is not to be loaned or allowed to be borrowed or traded by or to any other individual and the material contained therein is understood to be completely confidential.

Responsibility for the Device

The above individual acknowledges that they are responsible for this device and should the device become lost or stolen, the Agency maintains the right to charge the individual for the replacement value of this device.

Damage to the Device

Should the device become damaged and/or fails to function properly, the device must be returned to the Agency so that its qualified Agent can render service to the device. No individuals unauthorized by the Agency are to provide service or complete any modifications to the device without the express written consent of the Agency or its Agent.

Service to the Device

If the device should fail to function properly, the individual in possession of the device should first execute a list of simple steps, outlined below* *, in an attempt to resolve the problem. If those simple steps fail to solve the problem the device should be immediately returned to the Agency for service.

Software Downloads

Only software related to activities authorized by the Agency or the recognized Agent of the JCIDA can be loaded on the device. If the user can identify software that, in their opinion, will assist in their ability to exercise their responsibility related to the Agency than a request for that software to be loaded on their device must be made to the Agency or authorized Agent. These 'exceptions' will then be included in a list of authorized software maintained by the Agent of the IDA.

Updates to existing software or downloads of additional software must be completed by the authorized Agent of the IDA.

Download Precautions

Precautions regarding the downloading of new or additional software must be taken to insure the proper integration of each machine within the system being used by the Agency. If simple downloads of updated material can be done by the individual, instructions and recommendations will be provided by our Agent to all Agency representatives with a device.

Passwords

If passwords are required for individual machines, those passwords will be issued to the individual machine by the Agency and then made known to the individual in possession of the device. No unauthorized passwords that might prevent the Agency from capturing stored data on the machines will be permitted.

Device Wear and Tear

Normal 'wear and tear' of the device will be considered the responsibility of the Agency, however, in the event of damage by mis-use of the device, repairs for that damage or machine replacement may be considered the responsibility of the individual user. That determination will be made by the Agency.

Data Plans

The Agency will maintain an adequate data plan to allow your machine to function to its fullest capacity. This will include the use of the 'cloud' for data storage and transfer.

Legal Compliance for Data Storage and Transfer

It should be noted that certain data that the user may be privy to must be considered in light of any compliance issues that it may be implicated. As an example, data regarding health related issues

must be held in strict confidence or risk violating HIPAA laws. Although not recommended, if any data of this nature is stored on your device it remains the user responsibility to protect it.

Annual Device Maintenance

At least once every year, the device must undergo inspection and maintenance typically on or about the anniversary date of the device being placed in service.

Relinquishment

When service to the Jefferson County Industrial Development Agency is concluded for whatever reason, the device must be returned to the Agency in acceptable condition as soon as possible. It is noted that the device is an asset of the JCIDA and any material contained therein or the device itself is IDA property.

BYOD Policy

The Agency does not have a formal policy for the use of personal electronic devices in the pursuit of Agency business. The Agency, however, recognizes that employees will have personal devices with them and will use them occasionally as part of their daily activities. The Agency discourages the use of personal devices in agency activities and is not responsible for repair or replacement of any personal devices.

I have read and have understood the implications of this policy relating to my stewardship of the device identified by the serial number above. I further acknowledge that I have received said device and it is now within my possession:

Signature

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** Attempt to reboot the machine by turning it off and on twice

Insure battery is fully charged by attaching charging device to electrical outlet

Call technical Agent: Steel Potter, Northern Computers, Office: 315-779-1385