

**JCLDC POLICY REGARDING POSSESSION AND USE OF CORPORATION-  
ISSUED ELECTRONIC EQUIPMENT**

Adopted January 2, 2014, Reviewed October 1, 2020

Equipment Issued Description and Serial Number \_\_\_\_\_

Equipment Issued to \_\_\_\_\_

Date of Issuance \_\_\_\_\_

Corporation position held: Board of Director \_\_\_\_\_ Staff \_\_\_\_\_

**Use Policy**

The Jefferson County Local Development Corporation has issued the above electronic equipment for exclusive use in Corporation 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 Corporation- 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 Corporation 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 Corporation so that its qualified Agent can render service to the device. No individuals unauthorized by the Corporation are to provide service or complete any modifications to the device without the express written consent of the Corporation 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 Corporation for service.

### Software Downloads

Only software related to activities authorized by the Corporation or the recognized Agent of the JCLDC 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 Corporation than a request for that software to be loaded on their device must be made to the Corporation or authorized Agent. These 'exceptions' will then be included in a list of authorized software maintained by the Agent of the LDC.

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

### 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 Corporation. If simple downloads of updated material can be done by the individual, instructions and recommendations will be provided by our Agent to all Corporation representatives with a device.

### Passwords

If passwords are required for individual machines, those passwords will be issued to the individual machine by the Corporation and then made known to the individual in possession of the device. No unauthorized passwords that might prevent the Corporation 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 Corporation, 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 Corporation.

### Data Plans

The Corporation 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 Local Development Corporation is concluded for whatever reason, the device must be returned to the Corporation in acceptable condition as soon as possible. It is noted that the device is an asset of the JCLDC and any material contained therein or the device itself is LDC property.

## BYOD Policy

The Corporation does not have a formal policy for the use of personal electronic devices in the pursuit of Corporation business. The Corporation, however, recognizes that employees will have personal devices with them and will use them occasionally as part of their daily activities. The Corporation discourages the use of personal devices in corporation 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:*

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*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