

## **Virginia State University Employee iPad Agreement**

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- I understand that this iPad is Virginia State University property and is for my use while employed at Virginia State University (VSU) and as such I will use this device in a responsible manner and in accordance with University policies.
- I understand that as the iPad is the property of VSU, I have no expectation of privacy regarding the device or its contents. I will return the iPad to VSU Technology Services when requested.
- I will take appropriate steps to protect the iPad and data against loss or theft, including but not limited to the following: I will not leave the iPad in any public place; I will not leave the iPad in my car, unless the car is locked and the iPad is hidden from view; I will not check the iPad in luggage. I will protect the data on the iPad with a password and will follow all other security requirements. I will accept financial responsibility for the loss or theft of the device and the disclosure of information resulting from my failure to take appropriate steps to protect the iPad.
- I understand that Virginia State University will be evaluating the use of the iPad for the purposes of improving its educational programs. As such, when requested, I agree to participate in the evaluation and provide feedback to the Vice President of Academic Affairs and Chief Information Officer.
- I will not jailbreak or otherwise tamper with the iPad operating system.
- I will frequently make an encrypted backup copy of my iPad content in the event of data loss or data corruption.

## **Course Content Access and Acceptable Use Policy**

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- I will only use Virginia State University course materials as intended for curriculum and course-related purposes. I understand these materials are copyrighted by the University or others and my access to this content is for personal academic study and review purposes only. Unless otherwise stated in writing, I will not share, distribute, modify, transmit, reuse, sell, or disseminate any of this content. I agree to abide by the University's policy (<http://www.vsu.edu/PDFFiles/Policies/Intellectual%20Property%20Policy%20-%20Final%202007.pdf>) on Intellectual Property while using a VSU iPad..
- I agree to abide by the Acceptable Use Policy for Information Technology (<http://www.vsu.edu/PDFFiles/Policies/Acceptable%20Use%20Policy%20No.%2006520.pdf>) while using the iPad or any other VSU computing device.

## Safeguarding VSU Information

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- I agree to protect my iPad by following VSU mobile device security guidelines (especially by having a security passcode set and encrypting my iPad backup) to protect any VSU information that may be accessible by this device. I will not access or store VSU sensitive information on the iPad. I understand that this device is not intended for the storage or access to sensitive information such as student personally identifiable information unless explicitly approved by the Chief Information Officer or Chief Information Security Officer or their designee and with additional security protections of their choosing. Definitions of these terms are provided on the website link posted here:  
<http://www.vsu.edu/PDFFiles/Policies/Password%20Managemetn%20Policy%206320.pdf>

## Employee Acknowledgement

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I have read and agree to be bound to the terms of this Agreement. I understand that I could be held financially responsible for the loss or theft of the device and the disclosure of information should I fail to take appropriate steps to protect the device and its contents in accordance with this agreement.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_