

IPAD USAGE

Purpose: To emphasize the importance of care and usage of the iPad and the responsibility placed on the user

Scope: Facility Operations and Event Management Staff

Policies:

- I. IPAD USE
 - a. After completing hourly patron counts & employee shift arrival times, iPad must be returned to the safe location at the admissions desk
 - b. iPad should never be left unattended.
 - c. iPad should only be handled and used by the staff.
 - d. Personal use of the iPad is not permitted under any circumstances.

- II. RESPONSIBILITY AND LIABILITY.
 - a. Manager of shift is responsible for returning all parts of the iPad in good condition, including the case.
 - b. Staff shall be liable for any and all costs (debts) incurred through their use of the iPad.
 - c. Staff shall also be liable for the destruction, cracking, denting, and/or repair of the item.
 - d. Any Malfunctions or damages should be reported immediately to professional staff.

- III. END OF SHIFT IPAD TRANSITION FROM MANAGER TO MANAGER
 - a. When incoming manager begins shift, its manager's responsibility to ensure next manager receives iPad.
 - b. Responsibility of the iPad then shifts to current manager on shift.