

IPAD USAGE

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

Scope: Facility Operations Staff

Policies:

I. IPAD USE

- a. The iPad should only be utilized for work-related tasks, including, but not limited to:
 - i. Headcounts, tasks, forms, etc. via Connect2
 - ii. Lost & Found via Google Sheets
 - iii. Rec Sports website
 - iv. Relevant trainings
 - v. Handbooks and other policies
 - vi. Incident/Injury reports
 - vii. Work orders
 - viii. Equipment maintenance via Facility Vitals
- b. The iPad should not be utilized by any employee off-the-clock.
- c. The iPad should never be left unattended.
- d. The iPad should only be handled and used by staff, unless momentarily handing to a patron for injury/incident report completion.
- e. Personal use of the iPad is not permitted under any circumstances. Staff will be held accountable should we discover any personal or inappropriate usage occurring on the iPad.
- f. Staff members are responsible for reporting others to Professional Staff should they discover any inappropriate usage occurred.

II. RESPONSIBILITY AND LIABILITY

- a. Staff are 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. SHIFT CHANGES

- a. When an incoming staff member begins their shift, it's the previous staff member's responsibility to ensure the incoming staff member receives the iPad.
- b. Responsibility of the iPad then shifts to current staff member on shift.