



## iPad Issue Form and iPad HIPAA, Privacy, and Confidentiality Agreement

Date of issuance:

Location:

I have received the following iPad:

Model No:

Serial no. :

Cellular Data no.:

WiFi address:

Bluetooth:

Name:

\_\_\_\_\_ I understand that I am being issued a iPad as a tool to facilitate my work.

\_\_\_\_\_ I understand that I am responsible for the iPad issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

\_\_\_\_\_ The iPad is only a work tool and should be brought to work each day.

\_\_\_\_\_ The iPad should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the iPad including adhesive labels/stickers.

\_\_\_\_\_ The iPad should never be left unattended after office hours, weekends, holidays, etc.

\_\_\_\_\_ The iPad should not be left unattended in any public area.

\_\_\_\_\_ Acceptable storage of iPad during office hours includes locked desks, cabinets or other secured spaces not visible when the iPad is not in the user's possession.

\_\_\_\_\_ The iPad should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting in theft.

\_\_\_\_\_ In the case of any damages or abuse of the iPad, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand I will be held responsible for the replacement costs for the iPad.

\_\_\_\_\_ I understand that upon termination, I am expected to return the iPad in proper working order.

\_\_\_\_\_ I understand that continued failure to return equipment may be considered theft by the company and may lead to criminal prosecution.

\_\_\_\_\_ I understand that I am to keep the app "Find my iPhone" on the iPad and in iCloud settings it is to be kept "on" at all times for tracking purposes in the case it is lost or stolen but it does not negate the fact that if the iPad can not be collected if stolen, lost, or requested equipment to be turned in then I understand I will still be held responsible for the replacement costs for the iPad.

\_\_\_\_\_ I understand that the iPad issued to me must be kept with a passcode in order to open and operate. This passcode will be given to me and will not be changed unless told so by supervising authority.

\_\_\_\_\_ I understand that "Guided Access" should be left on at all time under "Settings>Accessibility." When in use with a client, "Guided Access" should be activated for that app by opening the app, triple clicking the 'home' button and clicking 'start.'

\_\_\_\_\_ I understand all client or other employee information retained on the iPad is to be guarded and kept confidential at all times.

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Employee Name

Employee Signature

Date

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Person issuing

Signature

Date