



MOUNT CARMEL
College of Nursing

Policy and Procedure

APPLE™ IPAD™ PROGRAM (“i-Innovate”) USE AGREEMENT AND POLICIES

I. Purpose of Policy

The purpose of this agreement and the following policies is to specify the responsibilities of students, faculty, and staff members (“USERS”) receiving and using Mount Carmel College of Nursing and partner (“MCCN”) owned equipment. Members of the MCCN community are held to the policies below through appropriate conflict resolution methods detailed in the student Handbook-Catalog or through Colleague Relations.

II. Equipment and Use

Users will be provided an equipment package that is governed by this agreement and the following policies that includes by is not limited to:

- One (1) Apple iPad preloaded with select learning apps
- Keyboard/case
- Apple Pencil
- Charging cord and power block

Users have been assigned MCCN-owned equipment and software or mobile applications (apps) for use and benefit as a learning tool while actively enrolled as a student or assigned to work at MCCN. The User assumes responsibility for the item(s) as long as they are issued.

Inappropriate use or neglect can result in limits to or loss of use of college resources. You agree to take care of and protect the equipment.

Users will not attempt to sell, give away, or otherwise attempt to transfer ownership of the device or related accessories (including chargers, cables, and software) in any way. Users are responsible for any third-party usage of the equipment.

Users understand that Apple is permitted to use your information to create or enhance Apple products and services. However, Apple is not permitted to share user information with third parties (for example, other companies or individuals) for the third parties' own use. The Apple Terms and Conditions are available at apple.com/privacy, apple.com/legal/privacy/en-ww/ (Data Collection), and apple.com/privacy/control/ (Data Control).

The user is responsible for reasonable care and handling of all issued equipment. The user will voluntarily agree to return all items in good condition immediately when due for return. MCCN acknowledges reasonable wear and depreciation of issued devices is expected.

III. Loss, Damage, or Theft of Equipment

Users are responsible for repairs or replacement of equipment (iPad, Apple Pencil, Keyboard, charging accessories, etc.) in the event of damage or loss. Repairs to the device can only be made at an authorized Apple retailer or Apple Store. All devices will come with AppleCare Plus. Third-party repairs, including by not limited to screen repair shops, are not authorized as appropriate repairs. However, the purchase of third party risk insurance (such as Safeware) is permitted.

The Users will be responsible for paying the cost of the lost or stolen iPad and/or equipment. This is a mandatory payment requirement. Upon this payment occurring, replacement equipment will be issued as appropriate.

In the event of lost or stolen devices, the user must contact MCCN Helpline within 24 hours of discovery of lost or stolen device. If you believe your device has been stolen, a theft report must be filed with MCCN Security at 614-896-1489.

III. App Use

Users can download many educational apps from the Apple App Store. Simply log in using your Apple ID to download the apps you need for your classes or studies. Apps provided by the university will be supplied in the mobile device management self-service app. Suggest routine and timely updates to the operating system to maintain system integrity and security.

MCCN, at times, may push (automatic installation) or require the download of new apps, operating systems and app updates to the iPad. Users agree to always keep their device and apps up-to-date for the best experience. MCCN may send you notifications if your device and/or apps are out of date or have a potential security update that needs to be installed.

Each app on the iPad has its own privacy policy that explains how your personal and other information is collected, used, shared and secured.

IV. Return of Equipment

Users must immediately return all equipment and accessories when requested by MCCN.

Student, Faculty, and Staff users: When leaving MCCN (through graduation, transfer, withdraw, leave of absence, or involuntary withdraw), you may be required to return all equipment and all related accessories within 10 days of your departure from the College to MCCN IT Department. Failure to return any or all equipment may result in it being remotely reset to the original configuration or disabled and rendered nonfunctional. Student users will be charged for the device and all accessories full replacement cost applied to your student account from the Business Office. If the device is not returned the lockout feature will be activated and the device will be disabled.

Faculty and Staff users: When leaving MCCN (through reassignment within the health system, resignation, retirement, termination, or furlough), you may be required to return all equipment and all related accessories within 10 days of your departure from the College to MCCN IT Dept. Failure to return any or all equipment may result in it being remotely reset to the original configuration or disabled and rendered nonfunctional. Full replacement costs may be taken from your final pay check and/or other action may be taken through Colleague Relations.

V. Additional Agreements and Policies

User accounts are for individual use only. Users are to never share passwords or MCCN/MCHS network-enabled devices with others.

Users are responsible for the conduct with which the iPad, its software, and other College resources accessed by the iPad are used. The College's Code of Conduct and all other MCCN policies apply to your use of the iPad and the apps installed on the iPad. Users are not permitted to use the iPad, apps, websites, or other education services to stalk, harass, threaten or harm others.

Users agree that their use of the iPad and related technology is governed by all College and/or applicable Mount Carmel Health System Technology Policies, User Agreements, appropriate use, or other current or future technology-related policies.

DEVELOPED BY: Academic Affairs/Compliance and Safety

ORIGINAL DATE: 9/2020

REPLACES: n/a

APPROVAL BY: Policy and Procedure Committee

REVIEW/REVISION DATE(s): 9/2020

REVIEWED BY: Policy and Procedure Committee

DATE: 9/24/2020