

Signatures: \_\_\_\_\_  
**SATCC Commission Board Chair**

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**SATCC Commission Board Vice Chair**

**Board Category** A8 Administration  
**and Policy Name:** Tablets Provided by SATCC to Board Members - Usage Policy

**Approved:** January 31, 2024

**Supersedes:** November 19, 2014; January 24, 2018; April 14, 2021

**Next scheduled review:** November 2026

**Policy** Tablets issued to board members are the sole and exclusive property of SATCC and must be returned to the Commission upon the expiration or termination of a director's appointment.

Each board member is personally responsible for the care and security of a SATCC-issued Tablet while in their possession. Board members will be held fully liable for the depreciated cost if the assigned Tablet is lost, stolen, destroyed or not returned to the Commission.

All issued Tablets must be password protected and used exclusively for the transaction of SATCC business. Board members are responsible for the security of all SATCC material transmitted to or by their issued Tablet.

Board members are responsible to comply with all licensing agreements, terms of use and applicable copyright or intellectual property rights.

Any activity that violates any law, regulation or SATCC policy, or that would negatively impact SATCC's reputation will be considered a violation of this policy.

**Procedures**

Acceptable Use

- Acceptable business is defined as the use as activities that directly or indirectly support the business of the SATCC.
- Devices may not be used at any time to:
  - Store or transmit illicit materials
  - Store or transmit proprietary information belonging to another company
  - Harass others
  - Engage in outside business activities

### Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the Aprio application.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- After 10 failed login attempts, the device will lock.
- The Board member's access to the Aprio application will be terminated if
  - the device is lost
  - the Board member leaves the SATCC Board
  - SATCC detects a data or policy breach, a virus or similar threat to the security of the SATCC's data and technology infrastructure.

### Risks/Liabilities/Disclaimers

- While SATCC will take every precaution to prevent the the Board member's personal data from being lost in the event it must remove the Aprio device, it is the member's responsibility to take additional precautions, such as backing up email, contacts, etc.
- SATCC reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the SATCC within 24 hours.
- The SATCC Board member assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

### **Background**

SATCC recognizes that the use of technology both benefits the environment and enhances the business of an organization. To facilitate the responsibility for oversight of the management of the business of SATCC, Commission board members may be issued a corporate Tablet, or other agreed-to electronic communication device.

### **Related documents in Aprio:**

*A9 SATCC Board Bring Your Own Device (BYOD)* – outlines the procedures for using personal devices for Board meetings and business.