

TECHNOLOGY ACCEPTABLE USE POLICY LOTUS TRAVELER AGREEMENT

The following agreement will apply to anyone who wishes to use Lotus Traveler on their personally-owned Apple iOS devices (such as, iPad, iPhone, iPod Touch), or limited Android 2.2 or higher devices to access their Lotus Notes email, calendar, and contacts.. Please contact the USC Support desk *via email at* uscsupport@usc.salvationarmy.org for installation instructions.

LOTUS TRAVELER AGREEMENT

This Agreement is entered into by and between, _____, (the "User") and The Salvation Army, an Illinois corporation ("TSA") and defines the legal and bargained for mutual understanding of the parties as it pertains to use of the User's personally owned mobile device ("Your Mobile Device") to access User's TSA corporate email, calendar and contacts. The ability to use Your Mobile Device in this manner is provided only as a convenience for exempt TSA employees and officers. In order for the User to avail themselves of the privilege of using Your Mobile Device to access TSA corporate email, calendar and contacts, the User agrees to the following:

- I. That TSA has the right to set (or require the User to set) the security settings for general access to Your Mobile Device and the User agrees to implement these without deviation. The settings include:
 - A. A secure pass code to unlock your mobile device. The passcode must comply with the complexity required by TSA* and must be changed every 60 days, (evidence of such change must be provided to TSA upon request);
 - B. An automatic device lock after a time period defined by TSA (currently 15 minutes). When Your Mobile Device locks, it may only be unlocked by use of the secure pass code described in §1a;
 - C. An automatic factory reset of Your Mobile Device after 10 failed attempts at entering Users secure passcode. A factory reset erases all data on Your Mobile Device, including Users personal data;
 - D. The User agrees that TSA may, at their own discretion require that User install onto Your Personal Device any software or other technology which is required and necessary to carry out the provisions described in this Agreement.
- II. That only iPhone 3Gs, iPhone 4 (or higher), iPad, iPod Touch 3rd Generation (or higher), and limited Android 2.2 or higher devices are approved for use. Use of another type device without the prior approval of the TSA Territorial Headquarters ("THQ") Information Technology Secretary will lead to loss of Traveler services.

- III. That in the event Your Mobile Device is lost or stolen, the User is required to notify TSA THQ Information Technology Department Help Desk immediately and TSA will remotely trigger a factory reset of Your Mobile Device. A factory reset erases all data on Your Mobile Device.
- IV. If User's employment at TSA ends, User is obligated to allow TSA to remove corporate email access from Your Mobile Device and schedule a virtual meeting with TSA THQ Information Technology Department to confirm that the corporate email access and corporate data has been removed.
- V. If at the end of Users employment the User has not followed the procedure described in §4 above, TSA may, at its sole discretion, choose to remotely trigger a factory reset of Your Mobile Device. A factory reset erases all data on Your Mobile Device.
- VI. The User is responsible for backing up their personal data which is on Your Mobile Device. For example, and only by way of reference, the User may want to back up iPhones daily using the iTunes application on your personal (non-TSA issued) computer. Other devices may have other ways of backing up this information. In the event that TSA remotely triggers a factory reset of your mobile device, you may restore your personal data from a personal backup using your personal computer.
- VII. The User is responsible for protecting TSA data according to all applicable TSA Policies, including, but not limited to, those described in the TSA Policies & Procedures and TSA Finance Minutes databases.
- VIII. The User is responsible for complying with all TSA policies regarding acceptable use of email, including, but not limited to, those described in the TSA Policies & Procedures and TSA Finance Minutes databases.
- IX. TSA does not provide help desk support for Your Mobile Device, as defined herein, but will provide support for the Lotus Traveler program.
- X. The existence of this Agreement does not modify the existing TSA policies on communication devices.
- XI. TSA will not reimburse any expense(s) related to User's use of Your Mobile Device other than those approved by existing policy.
- XII. User agrees to hold TSA harmless for any and all loss, liability, or damage, including without limitation, any indirect, incidental, special or consequential damages, expense, costs, profits, lost savings, or earnings or liability that the User may suffer arising out of, or related to, the use of Your Mobile Device in conjunction with this Agreement or your work as an employee of TSA. This includes, but is not limited to, data loss or lack of function in a component or element of Your Mobile Device.

Signature:

The User

_____ (Signature)

_____ (Name)

* TSA required pass code complexity will be specified in the approval e-mail sent by the THQ Information Technology Department.

TO BE PLACED IN POLICY AND
PROCEDURE BOOK UNDER "T"

Colonel Merle Heatwole
CHIEF SECRETARY

05/22/2012

Approved by TAC 04/25/12
Replaces policy issued 12/06/11