

City of Fort Collins VirtuVisit Program Use of Technology Agreement

I, _____, understand that the smart device I am using through the VirtuVisit program is the property of the City of Fort Collins. This device will be returned upon the City's request.

The City of Fort Collins authorizes volunteers and participants to use technology owned by the City for the purposes of the VirtuVisit program. The use of City technology is a privilege granted at the City's discretion and is subject to the conditions and restrictions set forth in applicable City policies, and this Use of Technology Agreement. The City reserves the right to suspend access at any time, without notice, for any reason.

DEFINITIONS

City technology includes, but is not limited to, smart devices such as FaceBook Portal Devices and android tablets. Additional technology may include mobile hotspots, USB speakers, software, and all protective casings. (Later referred to as "City Technology".)

VOLUNTEER/PARTICIPANT OBLIGATIONS AND RESPONSIBILITIES

Volunteers and participants are expected to use City Technology safely, responsibly, and solely for the VirtuVisit program. The volunteer or participant in whose name City Technology is issued is responsible for its proper use at all times. Volunteers and participants are prohibited from using or allowing others to use City Technology for improper purposes, including but not limited to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive.
2. Disclose or in any way cause to be disclosed confidential or sensitive information.
3. Engage in personal commercial or other for-profit activities.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm City technology.
6. Install unauthorized software. Users must obtain written authorization from Volunteer Services prior to installing any software on City Technology.
7. Engage in or promote unethical practices or violate any law or City policy.

PARTICIPANT CODE OF CONDUCT

Developing a meaningful relationship between volunteers and participants is key to the success of the VirtuVisit program. Volunteers receive extensive training and are held to a high standard outlined in the City's Volunteer Handbook. To maintain healthy relationships, the City has created a similar Code of Conduct for participants. Participants who violate this Code of Conduct will be notified and removed from the program; at which time the device must be returned to the City.

1. Participants and volunteers are permitted to contact each other only during mutually agreed upon times.

2. Participants must allow volunteers up to two business days to return phone calls before contacting the volunteer again.
3. Participants must not misuse the City technology, use it to commit theft or other criminal offense, or use it to harass or abuse any person.
4. The purpose of VirtuVisit is to connect participants to social outlets. Any problems or requests extending outside of the scope of this program will result in the participants being referred to the appropriate resources.
5. Participants are expected to take reasonable precautions to care for any City technology.

PRIVACY

Since the use of City Technology is intended for use in the VirtuVisit program, no volunteer or participant should have any expectation of privacy in any use of City Technology. As a condition of participation in this program, the City reserves the right to access any and all City Technology and users grant the right to the City to such access for purposes of ensuring that conduct complies with expectations outlined in this document and the volunteer handbook, or other uses within the jurisdiction of the City. The City may exercise its option to access City Technology at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Volunteers and participants should be aware that, in most instances, their use of City Technology (such as social media posts, web searches or emails) cannot be erased or deleted.

REPORTING

If an employee, participant or other volunteer becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of City Technology, he/she must immediately report such information to the Volunteer Services Program Manager.

VOLUNTEER OR PARTICIPANT ACKNOWLEDGEMENT

I have received, read, understand, and agree to abide by this Use of Technology Agreement. I understand that there is no expectation of privacy when using City Technology or when my personal electronic devices is being used to participate in the VirtuVisit program. I further understand that any violation may result in revocation of user privileges, and/or appropriate legal action. In exchange for my participation in the VirtuVisit program, I hereby release the City and its officers and personnel from any and all claims and damages arising from my use of City Technology or from the failure of any technology protection measures employed by the City of Fort Collins

Volunteer/Participant Signature: _____ Date: _____

Print Name; _____