

Policy 18-02

ELECTED OFFICIALS AND EMPLOYEES TABLET POLICY

PURPOSE

The City of North Pole recognizes the benefits of utilizing digital communication and information, and supports the utilization of tablets by the Mayor and City Council. Users of tablets acknowledge, understand, and respect the underlying tablet, Internet, and usage philosophy that forms the basis of this policy.

POLICY

The City Clerk will issue tablets that include appropriate applications for use relating to City business. The tablets will serve as the sole source of meeting packets, and paper packets will not be provided.

Users are responsible for the general care of the tablet that they have been issued by the City. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

The software and applications installed by the City must remain on the tablet in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications such that users may be required to check in their tablet with the City Clerk for periodic updates and syncing. In the event it becomes necessary to restore a tablet to its original condition, the City will not be held responsible for the loss of any software or documents deleted due to a re-format and re-image. Any software, email messages, or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Users will be held accountable for any breaches of security caused by files obtained for non-City business purposes.

The technological life of tablets might not exceed three years; therefore, the tablets will be assessed every three years and, if necessary, the City will purchase upgraded devices through the budgeting process.

WARNING – NO PRIVACY. Communications made via City-issued devices are subject to disclosure under the Open Records Act or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

All tablets are subject to audit by the City Clerk. If contacted by City Clerk, users have three days to provide their tablet to the City Clerk. They will be provided a "loaner" to use in the interim. Typically, the City Clerk will return the tablet to the user within five business days.

In advocating, advancing, or expressing any individual religious, political, or personal views of opinions, users must not misrepresent their statements as official City policy unless authorized to do so.

For the purposes of activity related to City business, the user shall conduct all email communication through their assigned City email account. All emails on the City email account are archived and retained by the City. This account shall be synced to the user's individual tablet. Personal email boxes are allowed to be synced to the tablet as well, but all City-related business must be conducted through the City email address or copied to the City email address if the user's personal email box is used.

The tablet, Internet and email access provided are tools for conducting City business. Thus, City use of such tools will be primarily for City business related purposes; i.e., to review City Council agenda materials, obtain useful information for City-related business communications as appropriate. All of the City's computer systems, including tablets, are considered to be public property. Tablets, Internet, and email activities will be traceable to the City and will impact the reputation of the City. City-issued tablets shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

All activity on City tablets are subject to the technology-computer use policy rules.

City-issued tablets are not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal City business activities. Users shall not use City-issued tablets for any illegal activity.

Except in an emergency, users shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council. Users shall not use a tablet in any way as to violate the Open Meetings Act requirements of the State of Alaska.

Tablet users are allowed to have music and install apps on their tablet; however, the items downloaded and synced to the tablet must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. All applications used in the course of business-related activities shall be secured in conjunction with the City Clerk.

Any download usage for tablets that are activated on the City's account for 4G access shall not exceed the allowable monthly limits provided under the City's plan. Any overage shall be paid by the individual user. Should a user activate the 4G coverage under their own personal account, the user shall be responsible for all costs incurred.

It is the responsibility of the user to ensure the City-provided tablet is kept in a reasonable and safe condition. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Should a tablet be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

- a. First time: City shall repair or replace at no cost to the user.

b. Second time: The City shall pay half the cost of repair or replacement and the user shall pay half the cost.

c. Third time: The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

Tablets that are damaged or destroyed through intentional misuse must be repaired or replaced at the user's expense.

Users shall return their tablet to the City Clerk when the individual's term and service as Mayor or Councilmember has ended. Upon return of the tablet to the City and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information.

The City reserves the right to inspect any and all files stored on a tablet that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued tablet, and the City Clerk is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy may result in discipline as deemed appropriate by the balance of the City Council.

I hereby certify that I have received a written copy of the Mayor and City Council tablet Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: _____

By: _____
(Elected Official's Signature)

(Printed Name)