

POLICY ID: GEN-007		TITLE: Paperless Device Policy	
ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: Immediate		 Village Clerk	1-28-2020

APPLIES TO:

☒ **ELECTED OFFICIALS**

☒ **APPOINTED COMMITTEE, COMMISSION, and BOARD MEMBERS**

This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.

Purpose – In order to save on copy costs, staff time, and to protect the environment the Village is moving to a paperless system for agendas, packets and minutes. This policy is adopted to provide elected and appointed officials that are assigned electronic devices guidelines regarding what they can use those devices for, how they are replaced in case of damage, and how the Village would go about either offering those devices for sale to the official they are assigned to or reclaiming those devices when the term of the official who is assigned the device ends.

Procedure –

This procedure discusses usage of assigned electronic devices, the Village's repair and replacement policy for those devices, and how, at the end of their time with the Village how officials can purchase the devices they are assigned when they leave office.

Device Usage:

1. All users prior to being assigned a device shall be provided a copy of this policy and they shall sign a copy of this policy to be kept on file with the Village Clerk.
2. All devices purchased under this policy shall have a maximum purchase value of \$500, which shall include all cases, auxiliary equipment and software. Starting January 2020, all of the devices shall be of similar make, and model allowing for changes between versions of devices.
3. Devices that are assigned to users will be enabled to allow for access to the Internet to download documents such as Agendas, Minutes and Meeting Packets for the official's usage from the Village's many wireless points in the Municipal Center. Users will not be able to join the Village's Network Domain, nor use internally connected devices using Village owned Domain network devices, so as to ensure the integrity of the Village's network.
4. If users wish to connect their assigned devices to their own privately owned network via wireless points, every effort will be made to allow users to do that, and assistance will be provided within reason to assist users with connecting to their own privately owned network.
5. If the Village has non-Domain dedicated resources, such as a shared Cloud storage, or a Cloud enabled printer located at the Village's municipal center, every effort will be made to enable usage of that shared device for users.
6. Any document that is shared with another user, via a Cloud based storage site, such as Drop Box, OneDrive, or another service shall lose its status as a work document and will then become a public document and be available for open record requests.
7. The Village's Cloud based document backup software will be installed on each device if that device is compatible with the Village's current Cloud based document backup solution. In the case where the device is incompatible with the Village's current backup solution, another solution will be found and offered to the user of the device to access and to utilize for backing up their documents. All costs associated with any Cloud based solution will be paid for by the Village.
8. Any software that is required to be utilized by the user to access Village documents will be acquired by the Village and installed on the device. Additional software may be requested from the Village Administrator for purchase, but purchases must be approved prior to installation, and must have a clear and compelling reason for purchase so as to contain costs and keep standards to installed software. Entertainment software, personal finance software or other non-Village related software will not be approved for purchase.
9. Usage of any illegal software will not be allowed to be utilized on any assigned Village device.
10. Users are expected to utilize their device for reviewing of meeting related materials, for researching issues relating to Village related topics, and for making notes relating to meetings. Personal usage of the device should be tempered so as to contain wear and tear on devices, and to ensure the integrity of the device. Any user found to

be grossly misusing their device for non-Village related activities, shall be reported to the Village Administrator who shall revoke the rights of the user to the device, and retrieve the device from the person it is assigned to and the Village Administrator shall send a report to the Village's Ethics Board for action by the Board.

11. Users of devices must be aware at all times that all communications via Village-owned electronic devices are subject to public records requests and care should be taken to protect public records. Users are encouraged to speak to the Village Clerk as to the nature of Public Documents and what should be retained as a record.

Care, Repairs and Replacement of Assigned Devices;

1. Users are expected to protect their assigned devices from damage and theft.
2. If a device is stolen, the issue shall be reported to the Village Administrator who will file a claim with the appropriate law enforcement agency, and the Village Administrator will make every effort to reclaim the stolen item.
3. Lost devices should be reported to the Village Administrator and every effort will be made to locate the item.
4. Damage to devices will be repaired at the expense of the Village in the following manner:
 - a. The first incident of repair of damages will be paid for by the Village.
 - b. The second incident of repair of damages shall be paid 50% by the Village and 50% by the assigned user.
 - c. Any further incidents of damage of damages shall be paid 100% by the user.
 - d. Costs covered under this shall include, physical repairs, information technology engineer time, shipping and any other related costs.
5. Any user that has lost access to their device due to theft, loss, or damage shall be assigned a temporary replacement as the resources of the Village allow, until such time as the search for a missing or stolen item has been concluded or until repairs on a device has been completed or the device has been found to be a total loss.
6. Any user that has a device assigned to them may request that the device be replaced when it reaches its four year usage anniversary. Upon such a request, the Village shall replace the device and the device being replaced shall be turned into the Village for either usage by the Village or disposal via the Village's *FIN-006 Disposal of Surplus Public Property Policy*

Purchase of Devices Assigned to Officials.

7. Any official assigned a device shall be offered to purchase the device they are assigned when they leave office.
8. The Village Administrator shall determine a price using the method detailed below, for the device to be charged to the Official if they wish to purchase the device. This price and the offer to purchase, shall be submitted to the Village Board at their next regular board meeting and shall be approved by the Village Board prior to a sale being made to the official.
 - a. The price shall be determined by taking the original purchase price of the device plus any costs for repairs or set up less a value for depreciation multiplied by the number of days the item has been used. . The value of depreciation shall be determined by dividing the original purchase plus the costs for repairs and set up by 1460 (4x365) or four years. . For example an item that is purchased and set up for \$500, shall have a depreciation value of 34¢ per day. . If that item is used for 285 days , and the user leaves office then they shall be charged \$403.10 to purchase the device or \$500 minus \$96.90 (285 days X .34¢/day).
 - b. The usable life of any device will be 4 years. In no circumstances shall the usable life of a device be valued at less than 4 years so that equipment is purchased for not only durability but also for usefulness to the Village and to contain the financial constraints on the Village.
9. Any device that is not purchased by the outgoing official shall be returned to the inventory of the Village, and shall either be reassigned to another official or staff person or disposed of using the Village's *FIN-006 Disposal of Surplus Public Property Policy*

OFFICIAL ACKNOWLEDGMENT SIGNATURE: _____ DATE: _____