

# Village of Ridgeway

## Electronic Device/~~Chrome Book~~ Usage Policy

### A. Background. The standards set forth herein for use of ~~Chrome Books~~Electronic Devices provided by the Village of Ridgeway are based on the following premises:

1. Electronic resources have become an invaluable asset that must be protected.
2. Chrome Books or laptops are provided to the Village Clerk, Village Staff and Village Board members to establish a secure, reliable, maintainable, and supportable method of communicating information to and from Village Board members.
3. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an Chrome Book~~electronic~~ will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the Village can make the information available when requested in accordance with the provisions of Wis. Stat. § 19.21.
4. Devices that have not been properly licensed are illegal, and the penalties are severe.
5. Incidental personal use by members of the Village Board, in accordance with this Policy, is permissible.

### B. Interpretation.

1. This Policy does not cover employee-owned ~~Chrome Books~~devices being used for Village work. However, employee-owned ~~Chrome Books~~devices will be stand-alone and will not be permanently connected to the Village network.
2. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any Village ordinance.
3. Authorized Village Staff shall mean the Village Clerk-Treas., Village President and Village Trustees, collectively.

### C. General Use

1. One Chrome Book will be assigned to each Village Board member and the Clerk-Treasurer. Each Chrome Book shall be labeled to the user to ensure that it is consistently provided to, and used by, the same user.
2. All Chrome Books assigned to Village Board members for their term of office, remain the property of the Village of Ridgeway and shall be surrendered to the Village Clerk-Treasurer upon termination of such member's office or upon request by the Village Board.
3. The Chrome Book assigned to the Clerk-Treasurer for the time employed, remains property of the Village of Ridgeway and shall be surrendered upon termination.
- ~~4. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") shall be regularly transferred to Village-owned Chrome Books.~~
- ~~5.4.~~ Upon receipt from the Village Clerk-Treasurer's office, Village Board members shall be individually responsible for viewing the meeting's packet in Municode and to review their packet in advance of the scheduled meeting.
- ~~6.5.~~ All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Village, remain the property of the Village.
- ~~7.6.~~ The Village retains the right to access, inspect, monitor, and/or disclose any data stored on any ~~Chrome Book~~device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input.
- ~~8.7.~~ Information stored, saved, or maintained on a Village ~~Chrome Book~~device is considered public information and is therefore subject to public disclosure laws. Further, authorized Village Staff shall have access to Village ~~Chrome Books~~devices at any time so as to be able to inspect and monitor the material contained thereon.
- ~~9.8.~~ ~~Chrome Books~~Electronic devices may not be used for the transmission of data during any Village meeting.

~~10.9.~~ Chrome Books Village owned electronic devices may be used for transmission while being used at home to view the meeting's packet or for doing Village business.

~~11.10.~~ Assigned Chrome Books Village owned electronic devices shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the work place is prohibited.

~~12.11.~~ Use of Village Chrome Books owned electronic devices for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.

~~13.12.~~ Incidental Personal Use: Although occasional and limited personal use of Chrome Books Village owned electronic devices is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned Chrome Books may not be used in any way that:

- i. Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- ii. Is contrary to or damages the Village's interest.
- iii. Results in any incremental costs to the Village.
- iv. Interferes with any Village officer or employee's work duties, performance, or other obligations to the Village.
  1. Any personal use shall be at the risk of the person engaging therein. The Village is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

**D. Prohibitions and Restrictions on Use. The use of any Village Chrome Book owned electronic device whether in-house or external, for any of the following purposes is strictly prohibited:**

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the Village Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from Village files.
8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language
9. To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
10. For any purpose that would be a violation of any Village work rules, Village ordinance or State or Federal law, regulation, or order.

**E. Chrome Book Applications**

1. All systems running on Village Chrome Books owned electronic devices must be properly licensed.
2. The only applications allowed to be added Chrome Books are those in the Google Play Store.
3. Downloading any program on the Village Chrome Books is not allowed and unless it is in the Play Store it will not be able to be downloaded.

**F. Electronic Mail and Access to the World Wide Web and other Servers.**

1. Village ~~Chrome Books~~owned electronic devices are intended to be used to access to electronic mail (e-mail) or access the World Wide Web.
2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.
3. Use of wireless internet connections need to be used but should be done so with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

**G. Security.**

1. Village Board members and staff will be expected to take reasonable precautions to protect any ~~Chrome Book~~village owned device assigned to them from damage, destruction, or theft. If damage, destruction or theft occur, due to negligence the ~~village board member~~individual will be responsible for replacement or repairs.
2. All passwords set up by the Village Clerk-Treasurer shall not be changed.
3. Village Board members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the Village Clerk-Treasurer shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted. Any suspected breach of security, damage, destruction, or theft of any Chrome Book owned by the Village should be reported to the Village Clerk-Treasurer as soon as possible.

**Adopted 1<sup>st</sup> of December, 2015**

**Amended to include all village owned electronic devices-August 12, 2025**