

RESOLUTION NO. 814

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, ADOPTING THE CITY’S LAPTOP/TABLET POLICY.

WHEREAS, the City of Sumas and the City Council recognize the importance of guidelines and policies to ensure that expectations are clearly conveyed to employees; and

WHEREAS, the City has created a policy to establish guidelines for elected officials and employees to use City-owned laptops and/or tablets to conduct City business; and

WHEREAS, this policy is intended to provide guidelines for elected officials and employees to understand their responsibilities and to use this equipment effectively and safely; and

WHEREAS, the City of Sumas reserves the right to modify, amend, supplement, deviate from or rescind any or all provisions of this policy as it deems appropriate at its sole and absolute discretion;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Approval of Laptop/Tablet Policy. The City of Sumas hereby adopts the document titled “Laptop/Tablet Policy” attached hereto and incorporated herein by this reference as if set forth in full, with an effective date of November 8, 2021.

ADOPTED AND APPROVED by the City Council of the City of Sumas on this 8th day of November 2021.

CITY OF SUMAS, WASHINGTON

Kyle Christensen, Mayor

APPROVED AS TO FORM:

James Wright, City Attorney

ATTEST:

Michelle Quinn, City Clerk

8.6 LAPTOP/TABLET POLICY

8.6.1 Purpose

The purpose of the Laptop/Tablet policy is to establish guidelines for elected officials and employees (EMPLOYEES) use of City-owned laptops/tablets to conduct City business.

It is the policy of the City of Sumas to entrust employees with technology to be used for business purposes when away from City Hall to increase productivity and communication. It is the employees' responsibility to use this equipment effectively and safely.

8.6.2 City owned Laptop/Tablet

A. Laptops and/or tablets provided by the City of Sumas are property of the City and are to be used to conduct City business as outlined below:

1. To access city email accounts.
2. To access the City website and Council Agenda Packet electronically.
3. To access the internet for business research or training purposes.

B. Laptops and/or tablets shall **not** be used as outlined below:

1. Laptop/tablets shall not be used to violate any local, state, or federal laws.
2. Use for the purpose of personal financial gain is prohibited.
3. Apps or downloads are not allowed unless necessary for conducting City business.
4. Unauthorized users shall not be allowed to use the device.

C. Employee's responsibilities regarding City owned laptops/tablets:

1. Protect the device from theft, loss or damage.
2. Use the screen lock security feature, using a password, swipe pattern, or personal identification number to protect information stored on the device from unauthorized users.
3. Immediately report loss or damage to his/her supervisor.
4. All data, including emails and saved documents on a City owned laptop/tablet are subject to public disclosure laws and must be retained in accordance with City records management policies.
5. Immediately return the laptop/tablet if it is determined that the device is no longer necessary, is defective or damaged, if request by a supervisor, or upon leaving employment with the City.
6. Employees using City provided laptops/tablets have no right or expectation to privacy regarding usage.
7. Employee is not allowed to download any unauthorized software or applications.
8. Employees must sign an acknowledgement of the Laptop/Tablet Policy (Exhibit A & B)

Acknowledgement of Laptop/Tablet Policy

I acknowledge receipt of the Laptop/Tablet Policy and agree to comply with the stated rules and procedures. I understand that failure to comply with the policy may lead to disciplinary action, up to and including termination.

Employee Name: _____ Date: _____
(Print name)

Employee Signature: _____

Assignment of City-owned Laptop/Tablet

Assigned User:	
Department:	
Type of Device:	
Model Number:	
Serial Number:	
City Asset Tag #:	
Date Issued:	

I have read, understand and agree to the City of Sumas' standards for use of laptops/tablets as specified in the Laptop/Tablet Policy. If I fail to return the assigned equipment when requested to do so, I am liable to the City for the full replacement cost and authorize the City to deduct said amount from my paycheck or final check upon termination of employment.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____