

		<b>Elected Officials Tablet Policy</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

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

**II. 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 unless there are extenuating circumstances as deemed appropriate by the City Clerk. In the event a user has a disability, the City will make every attempt to ensure accessibility in compliance with any applicable state or federal law.

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. Thus, the City suggests purchasing a case. Users must also purchase their own headphones or other pluggable devices unless the user has an accessibility issue due to a disability. Only a clean, soft cloth should be used to clean the screen. Do not use any ammonia-based cleaning agent.

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.** All users are required to adhere to records retentions obligations pursuant to [Wis. Stat. § 16.61](#) and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). Communications made via

City-issued devices are subject to disclosure under the Wisconsin 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 may or may not 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 or applicable committee. Users shall not use a tablet in any way as to violate the Open Meetings Act requirements of the State of Wisconsin.

Tablet users are allowed to install apps on their tablet in order to conduct City business; 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. No personal use is permitted with the tablets. All applications used in the course of business-related activities shall be secured in conjunction with the City Clerk.

Should a tablet be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

1. First time: City shall repair or replace at no cost to the user.
2. Second time: The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. 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. The replacement must be the exact model unless otherwise approved by the City Clerk.

In the event the device is lost, stolen, damaged, or compromised, please email [it@whitewater-wi.gov](mailto:it@whitewater-wi.gov) and provide as much details as possible such as where you last had it, anything special saved on it, or what you were doing when the device was compromised. Details will assist IT staff in repairing the device.

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 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.

**III. Access Management**

Tablets for elected officials must be password protected and follow Microsoft’s best practice policy for strong authentications such as the following;

1. Maintain an eight-character minimum length requirement that includes uppercase characters, lowercase characters, and non-alphanumeric characters.
2. Don’t use a password that is the same or similar to one you use on any other websites, applications, devices, etc.
3. Make passwords hard to guess, even by people who know a lot about you, such as the names and birthdays of your friends and family, your favorite bands, and phrases you like to use.

You may need to download applications on your own that require you to have a Google account. Please create a separate Google account with your City email to do so and do not sync it with any other personal accounts you may have.

Please lock the device when it is not in your immediate possession. User privacy is not to be violated. It is the responsibility of the user to protect their privacy. Users shall not leave passwords where they can easily be found, share passwords with others, or leave confidential information on a screen where it could be viewed by an unauthorized person.

**IV. SERVICE AND SUPPORT**

IT service is limited to ensuring the device meets the minimum functionality requirements as listed above. Users must bring the device to City Hall during the hours of 8:00am – 5:00pm Monday through Friday excluding holidays. The City Clerk and IT staff are not available for assistance outside of those hours nor are they expected to provide service at any location other than City Hall. To initiate a service request, please create a Help Desk Support ticket at [help@whitewater-wi.on.spiceworks.com](mailto:help@whitewater-wi.on.spiceworks.com) and include details such as the nature of the problem, screenshots if available, time of occurrence, and what troubleshooting has been done thus far. If you need assistance in learning how to use the tablet, please schedule a time with IT staff or the City Clerk’s Office at City Hall.

**V. ACKNOWLEDGEMENT**

By signing below, the councilmember acknowledges the receipt of the device and agrees to the terms and conditions outlined in this agreement.

Councilmember Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_