

CITY OF SELDOVIA

RESOLUTION 20-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA ADOPTING
A TABLET POLICY FOR THE CITY OF SELDOVIA**

WHEREAS, the City of Seldovia recognizes the benefits of utilizing digital communication and information, and supports the utilization of tablets by the City Council; and

WHEREAS, once issued the tablets will serve as the sole source of council meeting packets, and paper packets will be provided on a case by case basis; and

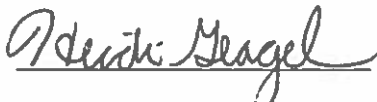
WHEREAS, city-issued tablets will remain the property of the City of Seldovia and users shall return their tablet to the city when the individual's term and service as a Council Member has ended, and

WHEREAS, the City may amend, modify or wholly discontinue the use of tablets and this policy at any time in the sole discretion of the City.

NOW, THEREFORE, BE IT RESOLVED THAT: the City Council of the City of Seldovia, Alaska adopts a tablet policy for the City of Seldovia.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Seldovia on this 6 day of July, 2019.

ATTEST:



Heidi Geagel, City Clerk

APPROVED:



Dean Lent, Mayor



City of Seldovia

Tablet Policy (including iPads and similar devices) –City Council

1. **Purpose.** The City of Seldovia recognizes the benefits of utilizing digital communication and information, and supports the utilization of Tablets by the City Council. Users of the Tablet (including iPads) acknowledge, understand, and respect the underlying Tablet, Internet, and usage philosophy that forms the basis of this policy.
2. **Receipt of Tablet.** The City Clerk will issue Tablets (which may be iPads) that include appropriate applications for use relating to city business. Once issued, the Tablets will serve as the sole source of council meeting packets, and paper packets will be provided on a case by case basis.
3. **Service of Tablet.** The City Clerk will handle all repairs of software issues that may arise on the Tablets. DO NOT void the warranty of the Tablet by unauthorized repairs.
4. **Care of Tablet.** 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.
5. **Software on Tablet.** 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 Tablets 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.

6. **Passcode Protection.** Users of city issued Tablets shall protect the information on the device from others by establishing a passcode for access to the device. The passcode and any amendments to the passcode shall be filed with the clerk.
7. **Life of the Tablet.** The technological life of the 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.
8. **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.
9. **Audits.** All Tablets are subject to audit by the City Clerk. If contacted by the City Clerk, users

have three days to provide their Tablet to the City Clerk. Typically, the clerk will return the Tablet to the user within five business days. Upon notice to provide the Tablet to the clerk, the user shall not delete or otherwise tamper with any communications or contents on the Tablet.

10. **Representations.** In advocating, advancing, or expressing any individual religious, political, or personal views or opinions, users must not misrepresent their statements as official City policy unless authorized to do so.
11. **Email Usage for City Business.** 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 accounts 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 account is used.
12. **Acceptable Use.** 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, or obtain useful information for City-related business communications as appropriate. All of the City's computer systems, including the Tablet, are considered to be public property. Tablet, 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.
13. **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 municipally issued Tablets for any illegal activity.
14. **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 the Tablet in any way as to violate the Open Meetings Act requirements of the State of Alaska.
15. **Tablet users are allowed** to have music and install applications 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.
16. **User Responsibility.** It is the responsibility of the user to ensure the City-provided Tablet is kept in a reasonable and safe condition. Users should be vigilant concerning the whereabouts of their Tablets. In the event a Tablet is accidentally lost or damaged, or is stolen, responsibility for replacement shall be as follows:

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.

17. **Return of the Tablet.** Users shall return their Tablet to the City Clerk when the individual's term and service as Council Member 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.

18. **Compliance with Policy.** The City reserves the right to inspect any and all files stored on Tablets 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.

19. The City may amend, modify or wholly discontinue the use of Tablets and this policy at any time in the sole discretion of the City.

I hereby certify that I have received a written copy of the City Council Tablet policy. I have read and fully understand the terms of this policy. I acknowledge the importance to the public and the City of my complying with all of the requirements of this policy and I agree to comply with all of the terms, conditions and requirements set out in this policy.

Dated: _____

By: _____
(Elected Official's Signature)

(Printed)