ELECTRONIC TABLET DEVICE POLICY

1. Purpose

The purpose of this policy is to identify guidelines for the use of electronic tablet technology. This policy establishes a minimum standard that must be upheld and enforced by users of the electronics. This policy constitutes a mutual statement of what are, and are not, appropriate uses for this important technology tool. The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication.

2. Receipt of Tablet

The City will issue a tablet, screen protector and cover. When fully instituted, the tablet will serve as the sole source for City Council agenda packets. Before being authorized to access and utilize the tablet for internet and e-mail communications, each individual receiving a tablet shall sign this policy.

3. Software

A. The software and applications installed by the City must remain on the tablet in usable condition and be readily accessible at all times.

B. Any software, email messages or files downloaded via the internet into the system may only be used in ways that are consistent with applicable Freedom of Information Act (FOIA) laws, licenses, trademarks or copyrights.

C. From time to time, the City may add or upgrade software applications. Tablets may be required to be turned in to the Information Technology Department for periodic updating and synching.

D. Files from sources that may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the recipient has knowledge that they originated from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the tablet.

E. Tablet users will be held accountable for any breaches of security caused by files obtained for non-City business purposes.

F. If technical difficulties occur or illegal software is discovered, the tablet will be restored to a prior backup point. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

4. **Acceptable Use**

A. The tablet, internet, and e-mail access provided are tools for conducting City business and shall be used primarily for City business-related purposes. Users should not have an expectation of privacy in connection with electronic communications and should use the devices accordingly.

B. All of the City's computer systems and software, including the tablet, are considered to be public property. All documents, files and e-mail messages created, received, stored in or sent from any tablet are considered public records, subject to disclosure to the public under FOIA.

C. In order to comply with the Open Meetings Act (OMA), Councilmembers may not use e-mail or other messaging software/applications during the course of any public meeting. Electronic delivery devices make it easier for a violation to occur given that email or text messages to one another could be perceived as an unintentionally serial meeting. If necessary, City staff may occasionally send information electronically to Councilmembers during public meetings as long as the distribution is publically announced and as long as the item is then distributed to all members. This is intended to be the equivalent of providing a new or corrected paper copy of a document.

D. Individuals using the City's electronic communication systems are acting as representatives of the City and any communication that violates applicable laws and regulations is prohibited.

E. Users expressly waive any right of privacy in anything they create, store, send or receive using the City's tablet equipment, e-mail system or internet access. The contents of electronic communications sent by, between and/or to individuals are covered by FOIA.

F. The City reserves the right to randomly monitor all electronic communication systems. Incidental and occasional personal use of the City's electronic communication systems via the tablet is acceptable, provided it complies with the following:

1). Does not interfere with the business use of the City.
2). Does not result in an incremental expense for the City.
3). Is not used for any form of advertising, solicitations, promotions or commercial purposes.
4). Is not used to communicate abusive, profane or offensive language.
5). Is not used for criminal activities.
6). Is not used for online gambling websites.
7). Is not used for viewing or distribution of pornographic or sexually-related material.
8). Is not used for viewing or distributing material related to the intolerance of a gender, race, sexual preference, ethnicity or religion.
9). Is not used for sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, text, etc.).
10). Is not allowed to be used by anyone other than a Councilmember, City employee or contractor requiring access to this technology.

5. **Repair and Replacement**

Tablets that malfunction or are damaged must be reported immediately to the Information Technology Director. The City will be responsible for making any necessary modifications or repairs. Tablets that have been damaged from misuse, neglect or accidentally damaged, in the judgment of the Information Technology Director and in consultation with the tablet manufacturer, will be repaired by the City with the cost borne by the user. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the tablet exceeds the cost of purchasing a new device, the user shall pay the full replacement value. If the tablet is lost or is stolen due to the user's own neglect, the user shall pay the full replacement value.

6. **Return of Tablet**

Tablets shall be returned to the Information Technology Department when the individual's employment or term of service has ended.

ELECTRONIC TABLET DEVICE AGREEMENT

The undersigned has been provided a copy of the City of Port Huron Electronic Tablet Device Agreement Policy and understands its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

Printed Name: _____

Signature:_____

Date:_____