

**CITY OF CRAIG
RESOLUTION 18-23**

**ADOPTING THE CITY OF CRAIG, ALASKA APPROVING A TABLET USE
POLICY FOR THE MAYOR AND COUNCIL**

WHEREAS; at the regular meeting June 7, 2018 the council approved the FY19 operating budget which included funding for the purchase of iPad tablets for the council and Mayor, and

WHEREAS, the use of Tablets for electronic meeting material delivery will greatly reduce the use of paper resources and staff time by the Mayor, Manager and Clerk's office; and

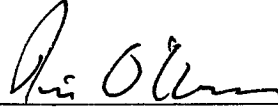
WHEREAS, municipal participation in and promotion of recycling and other waste diversion and reduction strategies conserves valuable resources, and is the sustainable way to conduct business; and


WHEREAS, City of Craig staff held meetings to discuss and review the draft tablet use policy; and


WHEREAS, the city staff seeks formal approval of the policy from the Craig City Council.

THEREFORE, BE IT RESOLVED, that the Craig city council, by this resolution, approves the City of Craig Tablet Use Policy for the Mayor and Council attached hereto as Exhibit A and incorporated herein by reference effective December 6, 2018.

PASSED AND APPROVED by a duly constituted quorum of the city council this 6th day of December 2018.


MAYOR TIMOTHY O'CONNOR


CASSI MACKIE CITY CLERK





City of Craig iPad Policy and Procedures

Attachment to Resolution 18-23

PURPOSE:

The City of Craig recognizes the benefits of utilizing digital communication and information and, therefore, may provide an iPad to the Mayor and each city council member for use in performing official duties. **The use of the iPads shall replace the distribution of paper copies of city council meeting packets by the Office of the City Clerk.** This policy is to ensure that users of the iPad acknowledge, understand, and respect the iPad, Internet, and usage policy.

SCOPE:

This policy applies to elected officials of the City of Craig who are issued an iPad by the City. **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 form of electronic communication.** Users acknowledge, understand, and respect the underlying iPad, Internet, and usage philosophy that forms the basis of this policy.

POLICY:

It is the policy of the City of Craig to provide iPads to the city's elected officials for the duration of their terms. Those in receipt of iPads shall adhere to this policy and procedures to ensure appropriate use and optimum functionality of city-issued communication devices. The iPad and email access that the city provides to users are tools for conducting city business. Thus, use of such tools will be primarily for City business related purposes. All of the City's computer systems, including the iPad, are public property. iPad and email activities will be traceable to the City and will impact the reputation of the City. City-issued iPads 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.

PROCEDURES:

1. **Receipt of iPad.** The City Clerk will issue to each council member an iPad, screen protector, charger and a cover ("case") that includes appropriate software applications for use relating to City business. The City will direct all of its email and other electronic transmissions for a User to the User's City email address, which can be retrieved on the iPad. The City Clerk will be responsible for disseminating the iPad to the appropriate User and collecting the iPad to conduct updates when necessary.

Any additional accessories, such as, other model of case, adapters, and the like, shall be purchased at the expense of the elected official and shall remain the property of the official.

2. **Care of iPad.** Users are responsible for the general care of the iPad, screen protector and case issued by the City. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the City.



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3. **Software on iPad.** The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time-to-time, the City may require Users to return their iPads with city clerk to add or upgrade software applications or for periodic updates and syncing. In the event it becomes necessary to restore an iPad to its original condition, the City will not be responsible for the loss of any software or data deleted due to a re-format and re-image.

Any software, email messages, or files downloaded via the Internet into the City system, including a City-issued iPad, become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

The City is the sole licensee of the software included with an iPad. Any copying, modification, merging, or distribution of the software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

A User may not download a file or open an email attachment unless the User knows that the file or attachment comes from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage or breach the security of the City's information systems. A User will be held accountable for any such consequences that result from the User downloading a file or opening an email attachment for a purpose other than City business. If the City provides antivirus software for the iPads, users shall be required to scan attachments before opening, and to download all antivirus software updates as directed.

4. **Life of the iPad.** The technological life of the iPad is estimated at three years; therefore, the iPads will be assessed every three years and, if authorized through the budgeting process, the City will purchase upgraded devices. Replacement or upgrade decisions shall be made by City staff to ensure optimum performance and compatibility at a reasonable cost.
5. **No Expectation of Privacy.** All software and data (including, and without limitation, email, calendars, downloaded files, and web browsing history) stored on City-issued devices are subject to disclosure under State and City public records laws or for litigation purposes, unless a privilege or exception exists in the judgement of the city attorney, that justifies withholding the information.
6. **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.
7. **Email Usage for City Business.** A User shall use his or her assigned City email account for all email related to City business. Emails sent or received on a User's City email account are archived and retained by the City. This account shall be synced to the User's individual iPad.



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8. **Acceptable Use.** The iPad and email access that the City provides to Users will be primarily for City business related purposes, such as to review City Council agenda materials and obtain useful information for City-related business. The City's computer systems, including the iPad, are public property. iPad, Internet, and email activities are traceable to the City and can impact the reputation of the City if misused. City-issued iPads 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.

City-issued iPads 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 iPads for any illegal activity.

Except in an emergency, Elected Officials shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council. Elected Officials must be aware that electronic communications among Elected Officials may constitute a meeting under Title 44, Chapter 62, Article 6 of Alaska Statutes (the Alaska Open Meetings Act) and shall not conduct such communications in a manner that violates that Act. Elected Officials should consult the City Attorney for information regarding Open Meetings Act requirements related to electronic communications.

A User may download and maintain music and applications on the User's iPad; however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws and shall be acquired at the expense of the User. The City Clerk shall not install, work on, or support an application that is not issued by the City. All applications used in the course of business-related activities shall be secured in conjunction with the City Clerk.

9. **Internet-** The city does not provide internet for iPads. It is the User's responsibility to utilize a Wi-Fi network and download applicable materials to conduct city business.
10. **User Responsibility.** It is the responsibility of the User to ensure the City-provided iPad is kept in a reasonable and safe condition. Should an iPad be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:
- a) First time: The City shall pay half the cost of repair or replacement and the User shall pay half the cost.
 - b) Second and subsequent time: The User shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss. iPads that are damaged or destroyed through intentional, reckless or negligent misuse must be repaired or replaced at the User's expense.



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11. **Security of the iPad.** The User is responsible for the security of all data stored on the iPad, whether related to City business or otherwise. The User will maintain appropriate password protection for data on the iPad and will not delete or modify any security features that the City loads on the iPad. A User shall notify the city clerk as soon as possible if the iPad is lost or stolen.
12. **Return of the iPad.** Users shall return their iPad to the IT Administrator or department designee when the User's term of service or employment has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information, and issued to the User's successor in office, **except that the iPad will be gifted to the elected official, provided the official served at least 36 months in office and the iPad is at the end of its technological life. If the elected official declines the gifted iPad, the device shall remain property of the City.**
13. **Compliance with Policy.** The City reserves the right to inspect any and all files stored on iPads 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 iPad, and the city clerk is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy by elected officials may result in discipline as deemed appropriate by the Mayor. In the event of a violation of this policy by City Council members, the Mayor may recommend a remedy for the violation to the City Council for further action and disposition.
14. **Annual Review Date/Lead Review Department.** HR will review this document each July for any needed revisions.
15. **Mobile Device Acceptable Use Policy.** All users will sign the City of Craig's Use Rules, prior to receiving an iPad.