

Tablet Policy for City Council and Authorities, Boards and Commissions Members

Purpose

Per City Charter, Section 95, the City Manager shall be responsible for contracting for and purchasing all supplies, material and equipment and is responsible for administering the same. To this end, the City Manager is dedicated to continued technological development, reducing its use of material resources, and improving on the delivery of City Council goals. The use of tablets will provide the City Council and the City's Authorities, Boards, and Commissions members (collectively hereinafter "members") with convenience, speed and cost-effectiveness as well as providing environmental benefits.

Receipt of Tablets by Council and Board Members

City Council and Authorities, Boards, and Commissions members receive a City email account that shall be used solely to conduct official City business, including but not limited to, agendas, staff reports, packets and e-mails to City staff relating to City business. The tablet will serve as the member's sole source of meeting packets. Before being authorized to access and utilize the tablet equipment for business purposes, members must sign the City's Tablet Policy Agreement.

Tablet purchasing, receiving, inventorying, and maintenance is handled by the City's IS Department.

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 for use by members such that members may be required to check in their tablets with the IS Department for a periodic update and syncing. Any software, email messages or files downloaded via the internet into the City systems become the property of the City of Littleton and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. Any applications downloaded onto the tablet must be consistent with City business and should advance the work of the City. City Council members may purchase applications which have a direct bearing on their role as elected representatives of the City and will be reimbursed by the City through the City's reimbursement program. Authorities, Boards, and Commissions members shall not purchase additional applications. Members are prohibited from purchasing and downloading music, movies, social media, and games on City issued tablets.

Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Files from sources that members may have reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the document is from a reliable source and related to City business. Members will be held accountable for any breaches of security caused by files obtained for non-City business purposes. If technical difficulties occur or illegal software is discovered, the tablet will be restored to a backup point. The City does not accept responsibility for the loss of any software or documents deleted due to the repair of a damaged / infected tablet.

Acceptable Use

City provided technology systems and telecommunication systems including but not limited to tablets, internet, and e-mail access are tools for conducting City business (hereinafter collectively referred to as "systems"). Members shall use such tools for City business. All of the City's systems are considered to be public property. Systems assigned to a member shall remain the property of the City of Littleton and are subject to all of the City's standard rules, policies, procedures, practices and protocols.

There shall be no expectation of privacy while using these systems. By using such systems, members expressly waive any right of privacy in anything they create, store, send, or receive using the City's telecommunications systems. All written and/or electronic records created, received, stored in, or sent from any City technology or telecommunication devices are public records, and are subject to disclosure to the public under the Colorado Open Records Act.

Members may not use e-mail or other messaging software/applications during the course of any public meeting to communicate with other members. Such a use is a violation of the Open Meetings Law. Electronic delivery devices make it easier for an open meeting law violation to occur given that members can easily email or text each other and unintentionally conduct a non-public meeting. The City requires a City staff member to act as a hub that pushes information out to members and takes it back in, but prohibits electronic communication directly between members during meetings.

The contents of electronic communications sent by, between and/or to members may be disclosed within or outside the City without the permission of the member at any time as deemed necessary by the City and for any purpose not specifically prohibited by law. The City reserves the right to randomly monitor all electronic communication systems.

Members using the City's systems are acting as representatives of the City and any inappropriate communications can give rise to legal claims against the City. As such, members must act in such a way not to damage the reputation of the City by creating, reviewing, storing, transmitting, or intentionally receiving communications, files, or documents that are or could be interpreted as being intimidating, harassing, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise unlawful or offensive.

Passwords to City systems shall not be disclosed to anyone, except IS Department staff in the event IS staff must enter such systems for repair, etc.

Members must use IS Department approved remote access procedures only. General access to the internet by residential remote users through the City of Littleton's network is not permitted.

Personal Use

Under no circumstances shall Authorities, Boards, and Commissions members use the tablet for personal use.

City Council members will be permitted incidental and occasional personal use of the City's tablet applications, including email and internet, provided it complies with the following:

- Does not interfere with the business use of the City.
- Does not result in an incremental expense for the City.
- Is not used for any form of advertising, solicitations, or promotions, or commercial purposes.
- Is not used to communicate abusive, profane or offensive language.
- Is not used for criminal activities.
- Is not used for online gambling websites.
- Is not used for sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, text, etc.).
- Is not allowed to be used by anyone other than a City employee or contractor in order to access your computer or other technology.
- Is not used for campaign purposes in violation of Campaign Finance laws.

Care, Repair and Replacement of tablets

Members are responsible for the general care of the tablet that they have been issued by the City. Tablets that are broken or fail to work properly must be taken to the City's IS Department for an evaluation.

The City will be responsible for repairing tablets that malfunction. Each member will receive two replacements of his/her tablet that has been damaged from misuse, neglect, or accidental damage. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. Each member assumes the cost to repair or replace the tablet after two unscheduled replacements. If the tablet is stolen or lost, the member shall pay the full replacement value.

Return of tablet

City Council and Authorities, Boards, and Commissions members shall have the option to purchase their tablet for the current market value, as determined by the IS Department, or return their tablet to the IS Department when their term of service has ended.

TABLET AGREEMENT

I, the undersigned member have been provided a copy of the City of Littleton Tablet Policy for City Council and Authorities, Boards, and Commissions Members, and understand 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

Print the name of your Authority, Board, or Commission including City Council

Tablet Serial Number