

Town of Delavan

Electronic Device(s) Usage Policy

A. Background. The standards set forth herein for use of Tablets provided by the Town of Delavan are based on the following premises:

1. Electronic resources have become an invaluable asset that must be protected.
2. Electronic devices are provided to Town Board members to establish a secure, reliable, maintainable, and supportable method of communicating information to Town Board members.
3. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of a Tablet will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the Town can make the information available when requested in accordance with the provisions of Wis. Stat. § 19.21.
4. Devices that have not been properly licensed are illegal, and the penalties are severe.
5. Incidental personal use by members of the Town Board, in accordance with this Policy, is permissible.

B. Interpretation.

1. This Policy does not cover employee-owned Tablets being used for Town work. However, employee-owned Tablets will be stand-alone and will not be permanently connected to the Town network.
2. All other policies, procedures, ordinances, and rules adopted by the Board of the Town of Delavan and work rules, as stated in the Town of Delavan Employee Personnel Handbook, governing employee conduct are applicable to the use of Town Tablet resources.
3. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any Town ordinance.
4. Authorized Town Staff shall mean the Town Clerk, Treasurer, and Administrator collectively.

C. General Use

1. One Tablet will be assigned to each Town Board member. Each Tablet shall be numbered to ensure that it is consistently provided to, and used by, the same user.
2. All Tablets assigned to Town Board members for their term of office, remain the property of the Town of Delavan and shall be surrendered to the Town Clerk upon termination of such member's office or upon request by the Town Board.
3. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") can be downloaded from "Drop-Box" to Town-owned Tablets.
4. Upon receipt from the Town Clerk office, Town Board members shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
5. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Town, remain the property of the Town.
6. The Town retains the right to access, inspect, monitor, and/or disclose any data stored on any Tablet owned by the Town, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input.
7. Information stored, saved, or maintained on a Town Tablet is considered public information and is therefore subject to public disclosure laws. Further, authorized Town Staff shall have access to Town Tablets at any time so as to be able to inspect and monitor the material contained thereon.
8. Tablets may not be used for the transmission of data during any Town meeting.
9. Tablets may be used for transmission while being used at home to view the meeting's packet or for doing Town business.

10. Assigned Tablets shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the work place is prohibited.
11. Use of Town Tablets for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.
12. Incidental Personal Use: Although occasional and limited personal use of Tablets is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned Tablets may not be used in any way that:
 - i. Directly or indirectly interferes with Town operations of computing facilities or e-mail services.
 - ii. Is contrary to or damages the Town's interest.
 - iii. Results in any incremental costs to the Town.
 - iv. Interferes with any Town officer or employee's work duties, performance, or other obligations to the Town.
 1. Any personal use shall be at the risk of the person engaging therein. The Town is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Town Board at any time.

D. Prohibitions and Restrictions on Use. The use of any Town Tablet whether in-house or external, for any of the following purposes is strictly prohibited:

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the Town network and intended to be used for official Town business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the Town Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from Town files.
8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language
9. To represent oneself directly or indirectly as conducting Town business when using such equipment for incidental personal purposes.
10. For any purpose that would be a violation of any Town work rules, Town ordinance or State or Federal law, regulation, or order.

E. Tablet Applications

1. All systems running on Town Tablets must be properly licensed.
2. For purposes of this Policy, applications fall into one of the following three categories:
 - i. **STANDARD APPLICATIONS:** These are the applications loaded onto the Tablet at the time the Tablet is provided to a Town Board member.
 - ii. **ACCEPTABLE APPLICATIONS:** The applications available to Tablet users should be uploaded with caution as to its content and purpose. Any personal use of applications is at the user's own risk. An application that is purchased will be done so at the user's expense without reimbursement from the Town, at any time, unless it is deemed appropriate and necessary for all board members to have the application and it is approved by the Town Board. At the end of the board member's term, the Tablet will

be turned in to the Town Clerk and all applications uploaded, installed and all information present, personal or work related, will be deleted.

- iii. UNAUTHORIZED APPLICATIONS: These are applications that include racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language that would be offensive to the public.

F. Electronic Mail and Access to the World Wide Web and other Servers.

1. Town Tablets have been equipped with firewall and anti-virus software and are intended to be used to access to electronic mail (e-mail) or access the World Wide Web.
2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.
3. Use of wireless internet connections should be used with caution and should not be consider secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

G. Security.

1. Town Board members will be expected to take reasonable precautions to protect any Tablet assigned to them from damage, destruction, or theft. If damage, destruction or theft occur, the Town Board member will be responsible for replacement or repairs.
2. Town Board members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the Town Clerk shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.
3. Any suspected breach of security, damage, destruction, or theft of any Tablet owned by the Town should be reported to the Town Clerk as soon as possible.
4. Town Board members are encouraged to use a backup system as there is an inherent risk that any data may be lost in the event of malfunction, damage, or theft to their assigned Tablet.

Adopted this 19 of March, 2019

Town of Delavan



Ryan Simons

Town Chairman

Attest



Dixie C. Bernstein

Clerk