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**CITY OF HOMER
HOMER, ALASKA**

City Clerk/Information
Technology Manager

RESOLUTION 13-035(A)

A RESOLUTION OF THE HOMER CITY COUNCIL
AMENDING THE CITY COUNCIL OPERATING MANUAL
TO INCLUDE THE TABLET USAGE POLICY.

WHEREAS, The City of Homer recognizes the benefit of using technology to enhance the business of the City; and

WHEREAS, the city requires a system to preserve the electronic communications of elected city officials that are public records; and

WHEREAS, The City Council recognizes the cost and significant use of resources involved with the production of packets and written materials and approved the purchase of tablet computers for the Mayor and City Council members; and

WHEREAS, The City of Homer has developed a Tablet Usage Policy outlining procedures for safety and security of the City's investment; and

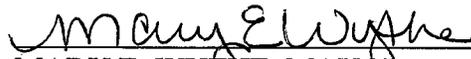
WHEREAS, The Tablet Usage Policy will be included as part of the City Council Operating Manual.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council amends the City Council Operating Manual to include the Tablet Usage Policy; and

BE IT FURTHER RESOLVED that the Homer City Council authorizes the City Clerk to incorporate the Tablet Usage Policy into the City Council Operating Manual.

PASSED AND ADOPTED by the Homer City Council this 8th day of April, 2013

CITY OF HOMER



MARY E. WYTHE, MAYOR

ATTEST:




JO JOHNSON, OMC, CITY CLERK

Fiscal Note: N/A

Homer City Council

Tablet Usage Policy

1. Purpose

- a. The City of Homer recognizes that the use of digital communications has become necessary to conduct official business. This policy strives to ensure that the Mayor and Council Members are able to be issued a device which will enable them to utilize digital communications in a manner consistent with their role as an elected official and applicable law.

2. Ownership

- a. One tablet computer and accessory package (tablet) will be issued to the Mayor and each member of Council. Tablets issued under this policy will remain the property of the City of Homer. The Mayor and members of Council will have no ownership, interest or right to title of the tablet.
- b. Each recipient issued a tablet is responsible for the security and care of that tablet, regardless of where the tablet is used.
- c. All tablets will be covered by a hardware warranty and supplemental support plan through the manufacturer or a third party. The exact details of the coverage and remaining term will be outlined on the equipment receipt form.
- d. Upon vacating elected or appointed seat, each tablet recipient will ensure that their tablet is returned to the City Clerk, who will ensure that the tablet reimaged and will reissue the unit to the next holder of that seat.

3. License Agreements

- a. The City of Homer is the sole licensee of the software included with the tablet. Any copying, modification, merging or distribution of the software by the recipient, including written documentation, is prohibited. The recipient is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

4. Liability

- a. Recipients are responsible for all material sent by and/or stored on the tablet issued to them which they will knowingly and intentionally send or store/install. Recipients accept responsibility for keeping their tablet free from all inappropriate or dangerous files.

- b. The City of Homer is not liable for any inappropriate material sent by and/or stored on tablets issued under this policy outside of the scope of use expected by a city official.

5. Email Usage

- a. The recipient of a device under this policy agrees to conduct all email communications which are stored on this device through their assigned City email account. All emails sent through the City's email system are archived and retained by the City in a manner consistent with the City's Record Retention Policy.
- b. Syncing personal email accounts to the issued device, other than the recipient's assigned City email account, is prohibited.

6. Acceptable Use

- a. The City of Homer only authorizes use of its tablets in a manner that supports the recipient's role as an elected official of the City.
- b. The device may only be used for limited personal use, that does not interfere with the ability of the device to be used for official intended purposes.
- c. Use of the tablet for any political use including but not limited to campaigning is expressly forbidden.

7. Privacy

- a. All communications made via devices covered under this policy are subject to disclosure under the Open Records Act or for litigation purposes unless a privilege or exception exists that justify withholding the records.

8. Installation of applications

- a. The installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the tablet's application store.
- b. Applications will only be licensed and installed by the Information Technology Manager and his staff
- c. Modification of the tablet's operating system to allow installation of applications not approved by the manufacturer and/or not available through the "application store" is prohibited.
- d. Applications for personal use that do not interfere with city use may be allowed by the IT Manager on a case by case basis.

9. Care of the Device

- a. Recipients are responsible for the general care of the device issued under this policy. The tablet must remain free of any writing, drawing, stickers, or labels

that are not property of the City. Only a clean microfiber cloth, like what is used to clean eyewear, should be used when cleaning the screen.

10. Loss and Damage

- a. Recipients of tablets under this policy encouraged to keep the device safe and in good working order. If a user demonstrates extreme negligence with a device, or loses a replacement device within 18 months of being issued a replacement, then he or she shall be financially responsible for the cost of the replacement.
- b. Loss of or damage to a City of Homer tablet and/or accessory must be reported immediately to City staff.
- c. Recipients must not modify, upgrade, or attempt to repair tablets and/or accessories issued under this policy without the express permission of the City of Homer Information Technology Manager. All repairs must be made through the provided protection plan. Repairs not covered by the supplied protection plan which are determined to be caused by negligence, shall be covered by the recipient.

Homer City Council
Off-site Equipment Receipt

I _____ agree and understand that I have received the below listed equipment in good working order.

I acknowledge having received, read and understood the Homer City Council Tablet Use Policy.

I agree that this equipment will be used solely for the conduct of City business, and in accordance with any and all Homer City Council policies, and applicable laws.

I will return the equipment in good working order, with allowance for normal wear and tear.

I understand that I must provide an inventory of all City of Homer provided equipment used off-site annually, and sign another equipment receipt for same.

Manufacturer	Model	Serial Number	Remarks

Signed: _____ Date: _____
(Equipment Recipient)

Signed: _____ Date: _____
(Information Technology Manager)