

CITY OF THOROLD POLICY AND PROCEDURE MANUAL

COUNCIL		
POLICY NO: 100-04 APPROVED: 12-12-2018	COUNCILLOR ELECTRONIC DEVICES	Page 1 of 3

POLICY STATEMENT:

This policy is established to provide guidelines for the purchase, use, return and disposal of electronic devices provided to Members of Council by the Corporation for corporate use.

Any electronic device purchased by the Corporation remain the property of the City of Thorold.

PURPOSE:

The purpose of this policy is to provide guidance to City of Thorold Council on the use of portable electronic devices issued by the Corporation.

OBJECTIVE:

Personal use of Corporate issued devices are strictly prohibited from using these devices as they are the property of the Corporation and may contain information that is confidential or of a sensitive nature.

ISSUANCE OF DEVICES

1. All devices purchased by the City shall be the property of the City of Thorold.
2. Devices used for Council agenda applications shall be ordered by the IT Manager.
3. Internet, email and the Council agenda application shall be installed by the IT Department before iPads are issued to Members of Council and those employees who regularly attend Council meetings.
4. Immediately following the adjournment of the last meeting of the current term of Council, all retiring Members of Council shall be required to turn in their iPad, with accessories, to the City Clerk. Any unnecessary applications shall be deleted prior to issuance to new members of Council.
5. Old or obsolete iPads shall be replaced by the City Clerk and funded from the appropriately approved budget.
6. iPads which have been declared surplus (due to condition, age or obsolescence) shall be disposed of in accordance with City Policy 300-01.

USE OF THE IPAD

1. Access to the iPad issued to you is password protected. Releasing information associated with the iPad issued to you is strictly prohibited.
2. All communications on iPads shall be conducted in a responsible and professional manner reflecting the Corporation's commitment to honest, ethical and non-discriminatory business practice.
3. Members of Council employees shall not operate a personal business from a corporately issued iPad.
4. Members of Council employees shall not willfully abuse the iPad or its accessories.
5. Personal use of iPads is discouraged, but not prohibited. In the event a Member of Council wishes to download applications from iTunes or the AppStore (app marketplace for Apple), you must do so using your own personal credit card or iTunes card with your own personal account since this activity is unrelated to the Corporation. Any associated costs will be the responsibility of the user.
6. If the user downloads something that has a negative impact on his/her iPad, it may be necessary to set the iPad back to its original state. In this case, you may lose your personal settings.
7. Members of Council are strictly prohibited from using any facility, property or asset owned by the City (including iPads) for election purposes and is covered separately through Policy 100-01 Use of Corporate Resources During an Election Year.

LOST, STOLEN or DAMAGED

The City will not be responsible for replacing your iPad if it is lost or stolen. Any iPad, including accessories, that is lost or stolen shall be reported immediately to the City Clerk. Any iPad damaged in the course of business must be returned to the City Clerk for servicing or replacement. If abuse of the device is suspected, the user may be held responsible for the cost of any or all repairs or replacement.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All information and data either stored or transmitted by City devices, is deemed to be the property of the Corporation. Therefore, all information on any iPad, whether of a business or personal nature, is subject to disclosure to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

CARING FOR YOUR IPAD

Although the outside of the iPad is fairly durable, the inner workings are not. An iPad should be protected in the same manner as one would protect any other computer or communication device. The iPad should be kept out of extreme cold or heat (more than 30 degrees C. or less than 0 degrees C.), and extreme humidity. The iPad should be covered when not in use. It should be kept away from water and food. Do not drop it on hard surfaces. The screen is glass and may break. The iPad screen should be cleaned after every use with a soft, slightly damp, lint-free scratch resistant cloth (e.g. microfiber cloth) to make sure lingering smudges don't wear

the coating. The screen should be cleaned using soft, even strokes. Do NOT use window cleaners, glass cleaners, aerosol sprays, alcohol, abrasives or paper towels. Use the screen protector provided with the iPad. It will help to protect the iPad screen.

Inserting anything into the port connections other than the intended peripherals may damage the device and void the warranty. The batteries in an iPad are lithium polymer (rechargeable) and will eventually wear out. For proper reporting of the battery's state of charge and to get the most out of batteries, go through one cycle charge per month by charging the iPad to 100% and then letting it run out completely. A properly maintained iPad battery is designed to retain up to 80% of its original capacity for 1000 full charge and discharge cycles. The quickest way to charge the iPad is with the USB Power Adapter issued with each iPad.

iPads should be locked when not in use by pressing the sleep/wake button. The Auto – Lock interval can also be set so the iPad will turn off more quickly after a period of inactivity. To set the Auto-Lock, go to Settings > General > Auto-Lock and set the interval for a short period of time, such as a minute.

ENFORCEMENT

When a violation of this policy has been documented, violators may be subject to disciplinary action from written warnings to loss of the privilege to use the iPad.