

Electronic Device Usage Policy

Town of Coronach

The Town of Coronach Town Council recognizes the benefits of utilizing digital communication and information, and therefore, may provide a Device (including iPad devices) to the Mayor, Council Member, and administrative staff, for use when conducting official business. This policy is to establish guidelines and procedures for all Members, to ensure Device knowledge, understanding, and respect of the Device, internet, and this usage policy. The Device will be used for receiving and reviewing council and committee meeting materials, as well as to reduce costs and waste associated with the creation and distribution of materials in paper format.

1. Purpose

This policy sets out the guidelines to provide Devices to the Town's elected officials for their duration of their terms, and/or administrative staff during their tenure. Those in receipt of Devices must adhere to this Usage Policy and these procedures to ensure the appropriate use and optimum functionality of Town-issued communication devices. The Device, Internet, and email access that the Town of Coronach provides to these Members are tools for conducting Town business. Thus, use of such tools will be primarily for Town business related purposes. Devices shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Members shall refrain from making any false or defamatory statements in any form or committing any other acts that could expose the Town of Coronach to liability.

2. Definitions

- 2.1** Technology is defined as a tool that supports and promotes efficient and effective services through electronic data (text, graphics, images, voice, and video) capture, manipulation, retrieval, and transmission.
- 2.2** Device(s) are portable Town-issued Technology provided for the use of Council and Administration and includes all data and voice processing and communications hardware and software including devices, cases, covers, and any other equipment necessary for optimal use of electronic devices or tools.
- 2.3** Member(s) are the Mayor, Councillor, Chief Administrative Officer, or Assistant Administrator.
- 2.4** Mobile Applications or "Apps" is defined as a computer program designed to run on Devices.
- 2.5** Phishing is defined as the activity of defrauding an online account holder of financial or personal account information by posing as a legitimate company.
- 2.6** Malware is defined as a category of malicious code that includes viruses, worms, and Trojan horses.
- 2.7** Town Administration is the Chief Administrative Officer or the Assistant Administrator.
- 2.8** Virus is defined as a piece of code capable of copying itself and typically has detrimental effects, such as corrupting a system or destroying data.

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3. Application and scope

This policy applies to all Members that are issued a Device by the Town of Coronach.

4. Policy Guidelines

4.1 Devices shall be used for conducting official Town business and personal usage. The Member shall follow the appropriate internet usage guidelines as outlined in this document.

4.2 Devices shall be wiped clean of all Town information, stored on the Device, after the Member is no longer elected or employed by the Town of Coronach.

4.3 In advocating, advancing, or expressing any Member's religious, political, or personal views or opinions, the Member must not misrepresent their statements as official Town policy.

5. Internet Usage

5.1 Use of a Device constitutes acceptance of this policy and confirms the understanding that the Device is to be used for business purposes and personal use.

5.2 Information contributed to or retrieved from these Devices must be protected against disclosure to unauthorized agencies or persons.

5.3 Before releasing information, ensure that the requestor is an authorized person, if uncertain please verify with Town Administration.

5.4 The Technology will not be used for any activity from which the Member will benefit financially for any purpose that might be considered offensive or violate council policy.

5.5 When the Device is issued, Town Administration will direct any email and other electronic transmissions for a Member to the preferred email address provided to the Town Office.

6. Usage and Security of Devices

6.1 Members are responsible for the security of the Device and its software. Members are required to keep their Devices updated through software updates to ensure all security patches are current. Update notifications are provided by the manufacturer of the Device.

6.2 Members are responsible for the security of Devices by being cognizant of Phishing, Malware, Viruses and/or avoiding websites which might compromise the software on their Devices, being mindful of the following:

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- Do not click on pop-up screens, spam, advertisements, or suspicious links that come from unrecognized senders. These may try to cause you to act quickly through threats of security breaches, unauthorized account usage, etc.
- Do not download files or open attachments from unknown senders on the Device.
- Do not communicate personal information, such as usernames, ID's, passwords, or credit card information through a link in an email even if it appears to be authentic.
- Do not share your usernames, ID's and/or passwords as this can be used to compromise your account.

6.3 Members are asked to report any suspicion of Viruses or Phishing to Town Administration as soon as possible.

6.4 Members are asked to report damaged or lost Devices to Town Administration as soon as possible.

6.5 No correspondence should be accepted or sent through Bluetooth or other wireless sharing services unless the third party is known and is the intended sender/recipient.

7. Costing and Downloading Applications

Costs associated with the downloading of applications are the responsibility of the Member unless it is related to conducting official Town business and has been approved by Town Council.

8. Device Distribution

In the case of a member of Council, after being sworn in, within the first three (3) Council Meetings, one Device will be issued to everyone. In the case of Administration, after the ninety-day (90) probationary period has been fulfilled, a Device will be issued. The security and care of each Device and the information stored or annotated on it is the responsibility of each Member respectively, while it is issued to that Member.

Town-issued equipment is the property of the Member providing fifty percent (50%) of the total cost of the device is paid for by the Member. If a Member steps down from Town Council (prior to the four-year term ending) or is no longer employed by the Town of Coronach, the Member will be responsible to pay for the remainder of their Device and have the monies deducted from their last Council Indemnity cheque to cover such costs or be sent an invoice from Town Administration requesting re-imbursement for the Device.

8.1 Members are responsible for the general care of the Device and any associated equipment issued by Town Administration. Only a clean, soft cloth should be used to clean the screen.

8.2 The technological life of the Device is estimated at three years; therefore, the Devices will be assessed every three years. Replacement or upgrade decisions shall be made by Town Administration

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and Town Council to ensure optimum performance and compatibility. The decision will consider the budgeting process and urgency of the situation.

After the end of a Member's term or tenure, the Member shall keep the Device. The Device will become the sole property of the Member. This policy will cease to apply to these Member's after they are no longer under the purview of the Town of Coronach.

8.3 A Member shall use the email provided (stated on nomination papers when elected or provided within the first week to Town Administration) and it be synced to the Device. All emails shall be connected through the email address provided to Town Administration. If a Member wants to update their email address, the Member must provide Town Administration with their new preferred email address within forty-eight (48) hours of the change.

8.3.1 Acceptable Use

The Device, internet, and email access that the Town provides to the Member will be primarily for conducting official business, such as to review Council Meeting and Committee Meeting Packages, which include agenda materials and to obtain useful information for meetings. Town-issued Devices are not to be used for the operation of a business or for personal gain, sending chain letters, or any other purpose that interferes with the normal Town business activities. Members shall not use Town-issued Devices for any illegal activity.

A Member may download and maintain music and applications on the Member's Device; however, the items downloaded and synced to the Device must follow Federal copyright laws and shall be acquired at the expense of the Member.

All usage of a Town data account, including usage for Internet access through the Device or other device, is subject to the allowable monthly limits allocated to each Member under the Town's shared or individual data plan. The Member shall pay all charges resulting from Town data account usages more than such monthly limits.

8.4 It is the responsibility of the Member to ensure the Town-issued Device is kept in a responsible and safe condition. Should a Device be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

8.4.1 First Time: The Town shall pay half the cost of repair or replacement and the Member shall pay half the cost.

8.4.2 Second and subsequent time: The Member shall be entirely responsible for repair or replacement costs and shall replace or repair the unit within two weeks of the equipment damage or loss.

Devices that are damaged or destroyed through intentional, reckless, or negligent misuse must be repaired or replaced at the Members expense.

8.5 The Member is responsible for the security of all data stored on the Device, whether related to Town business or otherwise. The Member will maintain appropriate password protection for data on the

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Device and will not delete or modify any security features that Town Administration loads on the Device. The Member shall lock the Device when it is not in use.

8.6 Town Administration reserves the right to inspect all files on all Devices that are the property of the Town of Coronach to ensure compliance with this policy.

8.7 Town Administration may review this document annually for any needed revisions.

8.8 All Members will sign the Town of Coronach's Electronic Device Usage Policy prior to receiving a Device.

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Electronic Device Usage Policy Agreement

I, _____, recognize that the Device and any accessories provided to me by the Town of Coronach is fifty/fifty (50/50) cost shared.

I understand that the equipment under this agreement means any Hardware, Software, or Applications provided to me. The Software or Applications provided include all Software and Applications preinstalled by the Equipment manufacturer and any Software or Applications added by Town Administration. I agree the Equipment provided to me cannot be used for activities prohibited by the Town of Coronach or that may reflect unfavorably on the Town of Coronach, while in my position as a Member, either as an elected official or an employee.

I further understand that my usage of the Equipment is subject to the Town of Coronach Electronic Device Usage Policy.

I will notify the Town of Coronach as soon as possible of any damage or loss of the Equipment.

Kind of Equipment	Equipment Manufacturer	Make and Model	Serial Number (where applicable)

Dated: _____

Signature: _____

Printed name: _____