

# Calumet County

## Tablet Usage Policy

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### A. General

1. All tablets are the property of Calumet County.
2. Unless specifically exempt, information stored, saved, or maintained on a county tablet is considered public information and is therefore subject to public disclosure laws. The user of the tablet will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information.
3. Incidental personal use, in accordance with this Policy, is permissible.
4. Information Services will create a media library account as applicable using the users county email address and will provide a password to the user. This password should be changed when the tablet is delivered.
5. Information Services will initially load predetermined settings and applications to tablets. These will include:
  - i. Setup for Wi-Fi access using county network access points.
  - ii. Mobile Device Management (used to monitor, security and to support desired applications)
  - iii. County email access.
  - iv. Agenda and document file management for Board and committee meetings.
  - v. Other applications that are appropriate for county functionality.
6. Each tablet shall be numbered to ensure that it is consistently provided to, and used by, the same user.
7. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the county, remain the property of Calumet County.
8. The county retains the right to access, inspect, monitor, and/or disclose any data stored on any tablet owned by the county, 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. Users have no right or reasonable expectation of privacy in anything they create, store, send or receive using the tablet.
9. Assigned tablets shall be used in an appropriate and professional manner at all times.
10. Assigned tablets may not be used in any way that:
  - i. Is contrary to or damages the county's interest.
  - ii. Results in any incremental costs to the county.

### B. Prohibitions and Restrictions on Use.

Users may not use a County owned tablet:

1. To create or transmit defamatory material, harass, make discriminatory remarks or engage in other behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort.  
Personal attacks based on a person's race national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or any other legally protected status not mentioned is strictly prohibited.
2. To conduct personal business for monetary gain or engage in any "for profit" communications or activities.
3. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
4. For any purpose that would be a violation of any county work rules, county ordinance, State or Federal laws or regulations.

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### C. Tablet Applications

1. All applications running on county tablets must be properly licensed.
2. For purposes of this Policy, applications fall into one of the following categories:
  - i. Initial Applications are applications loaded onto the tablet at the time the tablet is provided.
  - ii. Additional applications may be made available at a later time. These applications will be made available through MDM (Mobile Device Management). A notification will be sent to the user that an application is available for download and request user installation.
3. The user will not add personal payment information that is tied to an app store account using the county id. If it is found that a personal payment account has been tied to a county user id:
  - i. The county will not reimburse the user for any applications that the user has personally purchased using a credit card, gift card, store credit, PayPal or any other method of personal payment.
  - ii. Any funds remaining when the tablet is returned to the county that are attached to a county user id will not be reimbursed.
  - iii. Applications purchased using the county id will become the property of the county when the tablet is returned to the county
4. The MDM tool has the capabilities to monitor tablet usage and compliance.

### D. Connections

1. Use of wireless connections should be used with caution and should not be considered 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.

### E. Security.

1. As part of the setup, Information Services will provide a password to the user. This password should be changed when the tablet is delivered. Passwords should not be shared, nor should they be posted.
2. Users will be expected to take reasonable precautions to protect any tablet assigned to them from damage, destruction, or theft.
3. Any suspected breach of security, damage, destruction, or theft of any tablet owned by the County should be reported to the Information Services Department as soon as possible. Information Services will determine the extent of damage and provide an estimate of the cost to repair or replace. The user department or area of responsibility will be requested to cover the cost of repairs or replacement.

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### F. County Board of Supervisors

1. Paragraphs A-E of this policy also apply to County Board Supervisors.
2. iPads are provided to the County Board of Supervisors to establish a secure, reliable, maintainable, and supportable method of communicating information.
3. Information Services will create an iTunes account (**without credit card information**) using the county email address.
4. All iPads are assigned to County Board members for their term of office, and remain the property of Calumet County and shall be surrendered to the Information Services Department upon termination of such member's office or upon a request by the County Board Chairperson. The iPad will be reset to factory defaults which will result in all applications uploaded, installed and all information present, personal or work related, being deleted.
5. Information pertaining to scheduled meetings (i.e. meeting "packets") will be transferred to the iPad using an Information Services application.
6. Once meeting information has been made available, Board members shall be individually responsible for reviewing the meeting packet in advance of the scheduled meeting.
7. It is the intent that electronic meeting packets will replace paper materials.
8. All provisions of the 'Rules of Order of the Calumet County Board of Supervisors' Rule XX: Code of Ethics (M) Use of Technology During Board and Committee Meetings (3)&(4) shall be adhered to.
9. The Board member is the custodian of their records. As such, they are responsible for maintaining a copy of their records.
10. The iPad User Guide can be found in Safari under a dropdown in 'Bookmarks'. The User Guide contains information about iPad use as well as a section on Safety, Handling, & Support.

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### RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS

#### RULE XX: CODE OF ETHICS

##### M. Use of Technology During Board and Committee Meetings.

###### 1. Cellular Phones

- a) Unless a Supervisor is expecting a call on an important matter, e.g. sick family member, impending birth of child; all cellular telephones shall be turned off during meetings. “Turned off” means powered off and does not include “airplane” or “flight” mode.
- b) If a Supervisor is expecting a call on an important matter,
  - i. The Supervisor shall inform the Chair before the meeting is called to order.
  - ii. The cellular telephone shall be placed on vibrate.
  - iii. Cellular phones in vibrate mode shall not be placed on the Supervisor’s work station, as the vibration will cause noise and disrupt the meeting.
- c) If a Supervisor must take a call on an important matter during a County Board Meeting, he shall mark himself absent, and immediately leave the County Board Room or meeting room before answering the telephone call.
- d) In no instance shall any Supervisor answer a cellular telephone call while present in the County Board Room while the Board is in session.
- e) In no instance shall any Supervisor answer a cellular telephone call while present in a Committee meeting.

###### 2. Smart Phones

- a) Smart Phones may remain powered on during meetings; however the rules for receiving telephone calls in paragraph 1 apply. “Airplane” or “Flight” mode may be used.
- b) Smart Phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- c) All notifications/alerts (audible and vibrating) for phone functions shall be turned off during meetings, e.g. incoming calls, text messages, emails, SMS messaging, etc.
- d) Smart Phones shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph “b” above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 3. Laptops, Tablets, iPads, and other computing devices.

- a) Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
- b) Laptops, Tablets, and iPads shall not be used during Board and Committee meetings to surf the web (except as stated in paragraph “a” above), email, engage in instant or text messaging of any kind or to engage in non-county related business.

###### 4. Email, Instant or Text Messaging.

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- a) All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his voice due to illness, injury or disability.
  - b) A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.
  - c) "Email" means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.
  - d) "Instant Messaging" means real-time direct text-based chatting communication between two or more people using personal computers or other devices.
  - e) "Text Messaging" means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.
5. Violation of these rules could result in censure by the Board.

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### ACKNOWLEDGEMENT FORM

I acknowledge receipt of the Tablet Usage Policy.

I understand that acceptance of the Tablet Usage Policy is a condition of using the assigned iPad or tablet.

I understand that by accepting this policy, I am responsible for the assigned equipment and adherence to this policy in its use. I understand that misuse of this equipment may result in the equipment being taken away.

I also understand that any subsequent revisions to this policy will supersede those contained herein.

\_\_\_\_\_  
Board / Committee or Employee Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board / Committee or Employee Signature