

 <p>CITY OF LACOMBE</p>	<p>City of Lacombe iPad/Tablet Usage</p>	
	Policy Number:	15/737.01(13)
	Approval Date:	September 23, 2013
	Effective By:	September 23, 2013
	Supercedes:	15/737.01(12)
	Revision Date:	
	Review Date:	
	Department:	Computer and Information Systems Services
	Reference:	15/737.01 (12)

Purpose of Policy

The City of Lacombe recognizes the benefit of using technology to enhance the governance and daily business of the plan. Through continued technological development, the City is committed to reducing its use of material resources while improving its efficiency and effectiveness. The use of iPads will provide the council and staff with convenience, speed, cost-effectiveness, security and provide environmental benefits. This policy is directed that the iPad is the primary standard of tablets models for use by staff and council for the City of Lacombe.

Policy Statement

Ownership

1. Upon appointment by council, iPads will be distributed to council and staff by the Computer and Information Systems Services staff. The iPads will be loaded with the applications that are required for use of the position by the Computer and Information Systems Services staff.
2. iPads issued to council and staff are the property of the City of Lacombe. Council and staff have no ownership, interest or right to title of the iPads for the duration of time that the councilor is acting as an elected official for the City or the time that the staff member is employed with the City.
3. Each council and staff member issued an iPad is responsible for the security and care of that iPad, regardless of where and how the iPad is used.
4. All iPads will be covered by the AppleCare Protection Plan. Council and staff members shall contact Computer and Information Systems Services staff for support. The Computer and Information Systems Services staff member will contact AppleCare with any technical, warranty or repair issues.
5. Upon resignation of a position, the iPad will be returned to the Computer and Information Systems Services staff, who will have the iPad wiped and will reissue the unit as needed.

6. If the user of the iPad is an outgoing Council Member or a retiring staff member, the iPad will be available for purchase at a depreciated value. The iPad will be returned to the Computer and Information Services Department for general clean up (change of email address for the iTunes account and have the SIM card removed). The councilor will be responsible for activating their own data account with the provider of their choice and ensuring they have an active personal email address to transfer the iTunes account. Computer and Information Systems Services staff will assist if needed.

Acceptable Use

1. The City of Lacombe authorizes use of its iPads in a manner that supports its mandate. The usage of iPads is subject to all established policies and bylaws and regarding information use, including the City of Lacombe Code of Conduct and FOIPP.
2. City council and staff members will be able to synchronize City owned iPads to the iTunes application on their home or work computer.
3. City council and staff members are expected to be aware of the implications of off-site use of iPads in relation to mobile (3g) data plan usage. Council and staff members should be aware that these costs are charged to the City of Lacombe.
4. Personal use is permissible so long as it does not interfere with the City of Lacombe mandate, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any law. Council and staff members will adhere to all City of Lacombe policies including the Code of Conduct, when being used for personal purposes.
5. Notwithstanding the above described permissible personal uses, City of Lacombe iPads are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
6. Modification of the iPads operating system to allow installation of applications not approved by or obtained through Apple is prohibited.

Applications

1. Installation of iPad applications is limited to applications that are consistent with the terms listed in this policy and are available through the Apple iTunes application store.
2. City of Lacombe iPads will be issued with the appropriate applications to view and manage PDF, Microsoft Office or any other files that are required for City of Lacombe business.
3. Upgrades to or additions to **required** City of Lacombe applications may be done by the Computer and Information Systems Services staff through the Apple iTunes application store, with any costs for these City of Lacombe related applications paid for by the City of Lacombe.
4. City council and staff members may synchronize any personal iPad applications to the City of Lacombe iPad through the apple iTunes application; however, they are responsible to pay for the cost of non-City related charges.

Security

1. City council and staff members will ensure the safety of sensitive information from unauthorized access, loss or damage. City of Lacombe iPads will be issued with appropriate password protection.
2. City council and staff members must follow good security practices in the selection and use of iPad passwords.
3. Computer and Information Systems Services staff will ensure that any protected information conveyed by the internet or email is appropriately secured by the use of password-protected attachments, encryption and/or other measures deemed appropriate.
4. City of Lacombe iPads will have the capability to be wiped clean remotely through the 3G or WiFi network by a command that removes all data and deactivates the device, and will occur if the iPad is lost or stolen.
5. When an iPad is wiped, all City of Lacombe and personal information (data, applications, files, etc) will be lost.
6. The destruction of all information contained on a City of Lacombe iPad, either through remote wiping or reissuing, will follow all established City of Lacombe policies.

Data Plan

1. City of Lacombe iPads may have a cellular data plan for remote security access and to provide council and staff members with remote access when working on city business without connection to a WiFi network.
2. All data plan charges are the responsibility of the City of Lacombe.
3. Computer and Information Systems Services staff will select the data plan that best meets the needs of City council and staff members.
4. City council and staff members are encouraged to connect to WiFi networks when available to minimize charges.

Liability

1. City council and staff members are responsible for all non-city material sent by and/or stored on the iPad issued to them. City council and staff members accept accountability for keeping their iPad free from all inappropriate or dangerous files.
2. Computer and Information Systems Services staff is not liable for any non-city material sent by and/or stored on iPads issued to City council and staff members.
3. City council and staff members must not modify, upgrade, or attempt to repair the iPads issued under this policy without the express permission of Computer and Information Systems Services staff. All repairs must be made through the AppleCare Protection Plan.

Council Policy

4. Loss of or damage to a City of Lacombe iPad must be reported immediately to Computer and Information Systems Services staff.

License Agreements

1. City of Lacombe is the sole licensee of the software included with the iPad. Any copying, modification, merging or distribution of the software by City Council and staff members, including written documentation, is prohibited.
2. City Council and staff members are responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

Applicability

This policy applies to any Council member or staff who has been granted use and issued an iPad.

Responsibilities

Computer and Information Systems Services are responsible for the purchase and preparation of the iPad for council and staff use. They will also be the main source of contact in the event that the iPad has issues and /or problems.

Council Members and Staff are responsible for using the iPad within the guidelines of this policy. Any occurrences or issues outside of this policy will be discussed with the Computer and Information Systems Services Manager.

CAO and/or Directors will determine which staff will require an iPad. They will also be responsible for determining the consequences of any violations of this policy.

Procedure

Upon approval of this policy, it will be determined who will be receiving iPads. Future initiatives for iPad assignments will be determined by the CAO and the directors.

Original Signed

Mayor

Original Signed

Chief Administrative Office