

## **Electronic Media Device Guidelines**

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### **SECTION 1.01: General Use**

1. The Village shall make tablet devices available at each Committee, Commission, and Board meeting. Members shall have the ability to use the devices during the meeting. All devices shall be returned at the end of each meeting.
2. One tablet device will be assigned to each Village Board member, unless a Village Board member elects to use his or her own device. Each device shall be numbered or labeled to ensure that it is consistently provided to, and used by, the same user.
3. All devices assigned to Village Board members for their term of office remain the property of the Village of McFarland and shall be surrendered to the Village Clerk's office upon termination of such member's office or upon request by the Village Board.
4. Upon receipt from the Village Clerk's Office, Village Board members shall be individually responsible for viewing the meeting's packet in advance of the scheduled meeting.
5. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Village, remain the property of the Village.
6. The Village retains the right to access, inspect, monitor, and/or disclose any data stored on any device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via-email), media of any kind, and/or any other means of data input. Any such inspection, monitoring, and accessing will be in compliance with any confidentiality regulations under federal and state law
7. Information stored, saved, or maintained on a Village tablet is considered public information and is subject to open records laws.
8. Assigned devices shall be used in an appropriate and professional manner at all times.
9. Incidental Personal Use: Although occasional and limited personal use of the tablet is tolerated, subject to limitations, conditions, and regulations contained in this policy, assigned tablets may not be used in any way that:
  - a. Is contrary to or damages the Village's interest.
  - b. Results in any incremental interest
  - c. Interferes with any City office or employee's work duties, performance, or other obligations to the City. Any personal use shall be at the risk of the person engaging therein. The City is not responsible or liable for the consequences. Such use shall be limited to individualized personal communities and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn at any time.

**SECTION 1.02: Prohibitions and Restrictions on Use.** The use of any Village tablet for any of the following purposes is strictly prohibited:

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another including material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar and other inappropriate language.
2. To create or transmit defamatory material.

3. To gain access to any facilities or services without .
4. To conduct business or engage in any “for profit” communications or activities.
5. To access, view or obtain any sexually explicit, pornographic, or obscene material unless it is for work-related investigatory purposes with the prior approval of the Village Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To represent oneself directly or indirectly as conducting village business when using such equipment for incidental personal purposes.
8. For any purpose that would be a violation of Village ordinance, State or federal law, regulation or order.

### **SECTION 1.03: Device Applications**

1. All systems running on the Village tablet must be properly licensed.
2. Members will not install any software without the authorization of the Administration Department or Information Technology consultant. Members should understand that unauthorized installation of non-authorized or non-standard software or data may cause tablets to function erratically, improperly, or cause data insecurity or loss.

### **SECTION 1.04: Electronic mail and access to the world wide web**

1. Village tablets have been equipped with firewall and anti-virus software and are intended to be used to access e-mail and the internet.
2. Transmission of any material in violation of U.S. or State laws or regulations is prohibited.
3. Use of wireless internet connections should be with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practice when sending or receiving confidential or sensitive material.

### **Section 1.05: Security**

1. Village Board members will be expected to take reasonable precautions to protect any tablet assigned to them from damage, destruction, or theft. When permitted by law, a member may be financially responsible for the replacement if the equipment is lost or damaged while in the care of the member as a result of the member’s negligence or intentional damage. The member shall additionally be responsible if equipment is not returned within 72 hours by upon request of the Village.
2. Village Board members are encouraged to take appropriate steps to protect the security of networks and files by the user of passwords and by taking all necessary steps to maintain the integrity of passwords. Passwords should not be shared.
3. Any suspected breach of security, damage, destruction, or theft of any tablet owned by the Village should be reported to the Village Clerks office immediately.
4. The Village has the right to send a remote wipe to a Village electronic tablet whenever it is believed that the device has been compromised or could be compromised.
5. Village Board members are encouraged to use a backup system as there is an inherent risk that any data may be lost in the event of malfunction, damage, or theft to their assigned device.

I acknowledge receipt of the electronic media device policy and confirm that I will adhere to this policy.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Device Number assigned: \_\_\_\_\_