

## ORDINANCE 2015-1

- I. **Background. The standards set forth herein for use of iPads provided by the Town of Kinnickinnic are based on the following premises:**
  - a. Electronic resources have become an invaluable asset that must be protected.
  - b. iPads are provided to Town Board members and staff to establish a secure, reliable, maintainable, and supportable method of communicating information among Town Board officials.
  - c. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an iPad will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the Town can make the information available when requested in accordance with the provisions of Wis. Stat. § 19.21.
  - d. Devices that have not been properly licensed are illegal, and the penalties are severe.
  - e. Incidental personal use by members of the Town Board and staff, in accordance with this Policy, is permissible.
  - f. Town officials are responsible for ensuring that the Town Clerk and/or Town Chair has access to their device (pass code and/or fingerprint access).
- II. **Interpretation.**
  - a. This Policy does not cover employee-owned iPads being used for Town work.
  - b. All other policies, procedures, ordinances, and rules adopted by the Board of the Town of Kinnickinnic and work rules, as stated in the Town of Kinnickinnic Employee Handbook, governing employee conduct are applicable to the use of Town iPad resources.
  - c. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any Town ordinance.
  - d. Authorized Town Staff shall mean, in addition to the Town Board Supervisors and Chair, the Town Clerk and the Town Treasurer.
- III. **General Use**
  - a. One iPad will be assigned to each Town Board member, the Town Clerk, and the Town Treasurer. Each iPad shall be numbered to ensure that it is consistently provided to, and used by, the same user. Temporary means of identification will be affixed to each iPad containing contact information, but affixed in a way that is removable and will not deface the aesthetics of the device for future assignments.
  - b. All iPads assigned to Town Staff for their term of office or employment, remain the property of the Town of Kinnickinnic and shall be surrendered to the Town

Clerk upon termination of such member's office or employment, or upon request by the Town Board.

- c. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") shall be regularly transferred to Town-owned iPads.
- d. Upon receipt from the Town Clerk's office, Town Board members and Staff shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
- e. All electronic data, communications, and information, including information transmitted to or stored on the electronic systems of the Town, remain the property of the Town.
- f. The Town retains the right to access, inspect, monitor, and/or disclose any data stored on any iPad owned by the Town, 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.
- g. Information stored, saved, or maintained on a Town iPad is considered public information and is therefore subject to public disclosure laws. Further, authorized Town Staff shall have access to Town iPads at any time so as to be able to inspect and monitor the material contained thereon.
- h. iPads may not be used for the transmission of data during any Town meeting.
- i. iPads may be used for transmission while being used at home to view the meeting's packet or for doing Town business.
- j. Assigned iPads shall be used in an appropriate and professional manner at all times. The use of language and/or images inappropriate to the work place is prohibited.
- k. Use of Town iPads for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.
- l. Incidental Personal Use: Although occasional and limited personal use of iPads is permissible, subject to the limitations, conditions, and regulations contained in this Policy, assigned iPads may not be used in any way that:
  - i. Directly or indirectly interferes with Town operations of computing facilities or e-mail services.
  - ii. Is contrary to or damages the Town's interests.
  - iii. Results in any incremental costs to the Town.
  - iv. Interferes with any Town officer or employee's work duties, performance, or other obligations to the Town.
    1. Any personal use shall be at the risk of the person engaging therein. The Town is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Town Board at any time.

**IV. Prohibitions and Restrictions on Use. The use of any Town iPad, whether in-house or off premises, for any of the following purposes is strictly prohibited:**

- a. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to,

- c. Do not download or open any email attachments or web materials unless the site is reasonably known to be legitimate and secure.

**VII. Security.**

- a. Town Board members will be expected to take reasonable precautions to protect any iPad assigned to them from damage, destruction, or theft.
- b. Town Board members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the Town Clerk shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted. Never transmit passwords by email.
- c. Any suspected breach of security, damage, destruction, or theft of any iPad owned by the Town should be reported to the Town Clerk as soon as possible.
- d. Town Board members are encouraged to use a local 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 iPad.

Adopted this 3<sup>rd</sup> day of March, 2015 and effective March 3, 2015.

TOWN OF KINNICKINNIC

Gerald W. Olson

By: Gerald Olson, Town Chair

Attest: Lola Higgins

By: Lola Higgins, Town Clerk

I the undersigned Town Clerk, hereby certify the foregoing Ordinance was posted in the following three public places in the Town of Kinnickinnic on March 5, 2015.

✓ Front Door 3/5/15

✓ End of Driveway 3/5/15

✓ Old Town Hall Site, Hwy 65 and Town Hall Dr. 3/5/15

Lola Higgins

Lola Higgins, Clerk