

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 13-25R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA APPROVING A TABLET USE POLICY FOR THE MAYOR AND ASSEMBLY.

WHEREAS, at its meeting of June 20, 2013, the Assembly approved funding in the FY14 budget for the purchase of eight Tablets (which may be iPads) for use by the Mayor, Assembly and Clerk, for the purpose of providing Assembly meeting packet materials in an electronic format; and

WHEREAS, the use of Tablets for electronic meeting material delivery will greatly reduce the use of paper resources by the Mayor, Assembly, Manager and Clerk's office; and

WHEREAS, municipal participation in and promotion of recycling and other waste diversion and reduction strategies conserves valuable resources, and is the sustainable way to conduct business; and

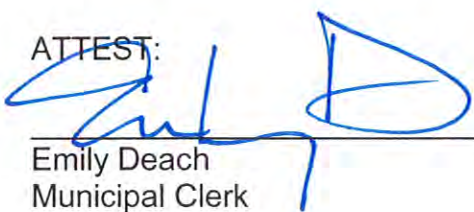
WHEREAS, it is in the public interest to adopt waste diversion practices within the Municipality;

NOW, THEREFORE, BE IT RESOLVED by the Borough Assembly of the Municipality of Skagway that the Municipality of Skagway Tablets Policy for the Mayor and Assembly, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

PASSED AND APPROVED this 5th day of September, 2013, by the Assembly of the Municipality of Skagway, Alaska.



Stan Selmer, Mayor

ATTEST:


Emily Deach
Municipal Clerk

(SEAL)



Municipality of Skagway
Tablets Policy (including iPads and similar devices) – Mayor & Assembly

1. **Purpose.** The Municipality of Skagway recognizes the benefits of utilizing digital communication and information, and supports the utilization of Tablets by the mayor, assembly and authorized staff for assembly meetings. Users of Tablets (including iPads) acknowledge, understand, and respect the underlying Tablet, Internet, and usage philosophy that forms the basis of this policy.
2. **Receipt of Tablet.** The Clerk's Office will issue Tablets (which may be iPads) that include applications for use relating to municipal business. Once issued, the Tablets will serve as the sole source of assembly meeting packets for the mayor, assembly, clerk and manager, and excluding the meeting agenda, paper packets will not be provided.
3. **Care of Tablet.** Users are responsible for the general care of the Tablet that they have been issued by the Municipality. Tablets must remain free of any writing, drawing, stickers or labels that are not the property of the Municipality. Care should be used to avoid dropping or damaging the Tablet. Only a clean, soft cloth should be used to clean the screen.
4. **Software on Tablet.** The software and applications installed by the Municipality must remain on the Tablet in usable condition and be readily accessible at all times. From time to time, the Municipality may add or upgrade software applications such that users may be required to check in their Tablets with the borough clerk for periodic updates and syncing. In the event it becomes necessary to restore a Tablet to its original condition, the Municipality will not be held responsible for the loss of any software or documents deleted due to a re-format and re-image. Any software, email messages, or files downloaded via the Internet into the municipal systems become the property of the Municipality and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the Municipality's information systems. Users will be held accountable for any breaches of security caused by files obtained for non-municipal business purposes.
5. **Passcode Protection.** Users of municipally issued Tablets shall protect the information on the device from others by establishing a passcode for access to the device. The passcode and any amendments to the passcode shall be filed with the clerk.
6. **Life of the Tablet.** The technological life of the Tablets might not exceed six years; therefore, the Tablets will be assessed every six years and, if necessary, the Municipality will purchase upgraded devices through the budgeting process.
7. **WARNING – NO PRIVACY.** Communications made via municipally issued devices are subject to disclosure under the Alaska Public Records Act or for litigation purposes, unless a privilege or exception exists that justifies withholding the information. All content and information on the Tablet is at all times the property of the Municipality.
8. **Audits.** All Tablets are subject to audit by the Clerk's Office. If contacted by the clerk, users have three days to provide their Tablet to the clerk. Typically, the clerk will return the Tablet to the user

within five business days. Upon notice to provide the Tablet to the clerk, the user shall not delete or otherwise tamper with any communications or contents on the Tablet.

9. **Representations.** In advocating, advancing, or expressing any individual religious, political, or personal views or opinions, users must not represent or imply that their statements are official municipal or assembly policy unless authorized to do so by an assembly action.
10. **Email Usage for Municipal Business.** For the purposes of activity related to municipal business, the user shall conduct email communication through their assigned municipal email account, if applicable. All emails on the municipal email account are archived and retained by the Municipality. This account shall be synced to the user's individual Tablet. Personal email accounts are allowed to be synced to the Tablet as well, but all email is subject to the Alaska Public Records Act, regardless of which email account is used.
11. **Acceptable Use.** The Tablet, Internet and email access provided are tools for conducting municipal business. Thus, the use of such tools will be primarily for municipal business related purposes, including review of assembly agenda materials and other official municipal materials, and to obtain useful information for municipal-related business in carrying out the user's municipal duties. All of the Municipality's computer systems, including the Tablet, are considered to be public property. The Tablets, Internet, and email activities will be traceable to the Municipality and will impact the reputation of the Municipality. Municipally issued Tablets shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall not make any false or defamatory statements in any Internet forum. Users shall not engage in any act or communication through the use of the Tablet that could expose the Municipality to any harm or liability.

Municipally issued Tablets are not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal municipal business activities. Users shall not use municipally issued Tablets for any illegal activity.

Except in an emergency, users shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the assembly. Users shall not use the Tablet in any way as to violate the Alaska Open Meetings Act.

Tablet users are allowed to have music and install applications on their Tablet; however, the items downloaded and synced to the Tablet must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. All applications used in the course of business-related activities shall be secured in conjunction with the Clerk's Office. Users shall not store or maintain or transmit any personal photographs or images or any personal documents on or with the Tablet.

12. **User Responsibility.** It is the responsibility of the user to ensure the municipally provided Tablet is kept in a reasonable and safe condition. Users should be vigilant concerning the whereabouts of their Tablets. In the event a Tablet is accidentally lost or damaged, or is stolen, responsibility for replacement shall be as follows:
 - a. First time: Municipality shall repair or replace at no cost to the user.
 - b. Second time: The Municipality shall pay half the cost of repair or replacement and the user shall pay half the cost.
 - c. Third time or more: The user shall be entirely responsible for the full cost of repair or replacement and shall replace the unit within two weeks of the equipment loss.

Tablets that are damaged or destroyed through intentional misuse must be repaired or replaced at the user's expense within five days of the Tablet becoming non-functional.

13. **Return of the Tablet.** Users shall return their Tablets to the Clerk's Office within three days of the end of the individual's term and service as mayor or assembly member. Upon return of the Tablet, the Municipality will back-up all municipal files and wipe the Tablet clean of any and all information. The user is not entitled to delete or copy or demand that the Municipality delete or copy anything on the Tablet at the time it is returned to the Municipality.

14. **Compliance with Policy.** The Municipality reserves the right to inspect any and all files stored on all municipally issued Tablets in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created on, received on, stored in, or sent to or from any municipally issued Tablet. The borough clerk is authorized to institute practices and procedures to ensure compliance with this policy. Any violation of this policy may result in discipline as determined by the balance of the assembly, or in accordance with the Personnel Manual as applicable to the manager and the clerk, including the revocation of the privilege to continue to use or be issued a municipally owned Tablet. Full compliance with this policy is a necessary condition to the continued privilege of using a municipally issued Tablet.

15. The Municipality may amend, modify or wholly discontinue the use of Tablets and this policy at any time in the sole discretion of the Municipality.

I hereby certify that I have received a written copy of the mayor and assembly Tablet policy. I have read and fully understand the terms of this policy. I acknowledge the importance to the public and the Municipality of my complying with all of the requirements of this policy and I agree to comply with all of the terms, conditions and requirements set out in this policy.

Dated: _____

By: _____
(Elected Official's Signature)

(Printed Name)