Cumberland Town Council
Resolution 2016 – 08
Resolution Adopting a Tablet Computer Policy

Whereas, the Cumberland Town Council has approved funding in this year’s budget for the purchase of Tablet computers (Surface Pros) for use by the members of the Town Council as well as various Department Heads and Town staff members; and

Whereas, the Town Council believes the use of Tablet computers will significantly reduce the use of paper by the Town Council and employees of the Town of Cumberland; and

Whereas, the Council believes the use of tablet computers will result in significant time saving to Town employees and alleviate various costs for paper and ink products purchased by the Town; and

Whereas, the Council finds that it is in the best interest of the citizens of Cumberland to promote recycling and waste reduction strategies, as well as fiscal responsibility and efficiency.

It is therefore resolved that the Cumberland Town Council adopts and approves the Town of Cumberland Tablet Computer Policy, which is attached as Exhibit “A”.

It is further resolved that this policy shall be adopted in whole into the Town of Cumberland Employee Handbook.

It is further resolved that this policy and resolution shall be effective upon adoption by a majority of the Cumberland Town Council.

It is further resolved that any provision of the Employee Handbook which contradicts this policy is no longer in effect and the language shall be replaced by this policy.

It is further resolved that any policy of the Employee Handbook which is not specifically amended or replaced by this resolution shall remain in full force and effect.

Adopted this 21st day of September, 2016
A Majority of the Cumberland Town Council

Joe Siefker, President

Anna Pea, Vice President

Nicole Bell, Council Member

Brian Gritter, Council Member

Mark Reynolds, Council Member

ATTEST:

Erica Salmon, Clerk-Treasurer
Tablet Computer Policy

1) **Purpose:** The Town of Cumberland recognizes the importance of incorporating technology into the workplace in an effort to promote convenience, efficiency, and to discourage wastefulness. The Cumberland Town Council has approved the use of tablet computers (“Tablets”) in the workplace, subject to this policy. Users of Town issued Tablets acknowledge, understand, and agree to abide by the Tablet computer policy and internet usage and messaging policies.

2) **Ownership:** All tablets remain property of the Town of Cumberland. The Town reserves the right to retain ownership of any application approved or paid for by the Town. The Town reserves the right to inspect an employee’s tablet to ensure compliance with the Town’s Tablet Computer Policy as well as the Town’s Internet Usage and Messaging policy.

3) **Care of Tablet:** Users are personally responsible for the general care of Town issued Tablets. Users are prohibited from writing, drawing, or placing stickers or labels on the Tablets unless otherwise authorized by the Town Manager. Users should avoid dropping or damaging the Tablet in any way. Users must review the Tablet manual provided by the Tablet manufacturer for cleaning instruction and care.

4) **Application and Software:** Any software or application installed by the Town of Cumberland must remain on the Tablet in usable condition and be accessible at all times. The Town reserves the right to add or upgrade software applications and users may be required to perform those updates in a timely manner.

5) **Lost or damages software:** The Town will not be held responsible for any loss of software or documents deleted due to re-formatting, re-imaging, or re-booting of a Tablet. Users are personally responsible for ensure their data, documents, or other information is sufficiently saved or otherwise backed-up.

6) **Passcode Protection:** Each user must retain a unique passcode. This password must be entered each time a Tablet is unlocked and accessed. Users are prohibited from the Tablet to be accessed by any method other than a passcode (such as a swipe or no passcode at all). No Town employee shall share their password with any other individual, except the Town’s IT vendor. Users should ensure they always lock their tablet after use. Users shall adjust the Tablet setting so that the Tablet automatically locks after 5 minutes of inactivity.
7) **Privacy:** Communications made via a Town issued device is subject to disclosure under the Public Records Act, unless a privilege or exception exists that justifies withholding that information. All content and information on the Tablet is the property of the Town.

8) **Prohibited Uses:** Employees shall follow the same internet usage and electronic messaging rules contained in section 4.10 of the Town of Cumberland Employee Handbook.

9) **Lost, Damaged, or Stolen Tablet:** If a Town issued Tablet is lost, damaged, or stolen, the responsible user must notify the IT Department immediately. The Town reserves the right to hold an employee financially responsible for replacing a lost, damaged, or stolen Tablet.

10) **Returning Policy:** Town employees must return a Town issued Tablet to the Clerk-Treasurer’s Office within three days of the end of the user’s employment with the Town of Cumberland. Users are required to return a Town issued Tablet to the Clerk-Treasurer’s Office within three days of a demand to return the Tablet from the Town Manager for any misuse or violation of Town policy regarding the use of a Tablet. The user is not entitled to delete or copy, or demand that the Town delete or copy, any information or data stored on the Tablet upon return.

11) **Policy Adaptation:** the Town of Cumberland reserves the right to amend, modify, or discontinue the use of Tablets and this policy.

I certify that I have received a written copy of the Town of Cumberland Tablet Computer Policy. I read and fully understood the terms of this policy and now ensure that I will comply with all the requirements of this policy and the Cumberland Employee Handbook.

Dated: __________________________  
Town of Cumberland Employee

______________________________  
Printed Name

This form must be submitted to the Clerk-Treasurer’s Office upon completion.