

Council Owned Tablets Policy

Policy Number: RTC 22	Issue Number: 02
Issue Date: May 21 st 2019	Review Date: 11 th May 2022
Originator: L McCormick	Agreed: RTC Annual Meeting 4 th May 2021

BACKGROUND

Ripley Town Council has adopted this policy for all Councillors to use the electronic tablets given to them for Ripley Town Council use only.

The Ripley Town Council are issuing electronic tablets to assist the Council in becoming paperless as much as possible

Ripley Town Council Owned Tablets Policy for Use by Councillors

Ownership & use

The tablet is the property of Ripley Town Council and must be returned at the end of your term of office. Personal use of the tablet is not permitted, You must follow the rules as set out in the Data Protection Act, Computer Misuse Act and abide by Copyright Laws.

Backup

You are responsible for backing up data stored on the tablet. You should ensure that you carry out a back-up of all data regularly. In the event of a system failure or hardware problem, it may be necessary to return the tablet to its original state.

Insurance

You will ensure that you will take good care of the tablet and take all reasonable precautions to ensure that it is not damaged, lost or stolen. Your tablet has been added to the Council's inventory/insurance details. You must ensure that you comply with the following:

Your tablet must never be left unattended unless it is securely locked away.

Tablet within your Home – Your tablet must never be left on public view within your home. Please add the tablet to your home insurance policy.

Tablet within your Car – The tablet must never be left unattended within a car, even if it is in your boot.

If your tablet is lost or stolen, you must inform the Town Clerk and report this matter to the Police. Any Police paperwork should be shown to Town Clerk for the Inventory/Insurance purposes.

Health & Safety

In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:

- Sit in a chair that gives you good back support to avoid backache;
- Position the screen in front of you to avoid twisting;
- Take regular breaks from the screen to reduce eyestrain.

You must make your tablet available for a Portable Appliance Test annually.

Ripley Town Councillors acceptable use - Policy Data protection

- I understand that I must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- I understand that I must not allow any other person to use the tablet.
- The tablet is for Town Council use only.
- I understand that I must take every reasonable precaution to secure any data .
- I understand that the tablet will be my personal responsibility and I am advised to check that its loss or damage is covered by my personal insurance.
- I understand that the Council can and will monitor any data on the network to ensure policy compliance, and to aid in resolving networking issues.
- Tablets must be brought to Full Town Council and Committee meetings and relevant agendas and minutes must be downloaded prior to the meetings.

Reporting incidents

- Cllrs will inform the Town Clerk of any information accessible from the Council I feel are unsuitable in any way for Council consumption.
- Cllrs will inform the Town Clerk immediately of abuse of any system(s) - software and hardware - providing the location and names where possible.
- Cllrs will inform the Town Clerk of any inappropriate content suspected to be on the tablet. This may be contained in email, documents, pictures etc.
- Cllrs will report any breaches, or attempted breaches, in security to the Town Clerk immediately.
- Cllrs will respect copyright and make sure I do not use any information breaching copyright law.

Conduct

- You must, at all times, conduct your computer usage professionally, which includes being polite and using the system in a safe, legal and appropriate manner. Among uses that are considered unacceptable are the following:
Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
Making ethnic, sexual-preference, or gender-related slurs or jokes.

- You must respect, and not attempt to bypass, security or access restrictions in place on the computer system.

Use of social networking and online forums

You must take care when using social networking websites such as Facebook or any social media, even when such use occurs in your own time using your own equipment. Social Networking sites invite users to participate in informal ways that can leave you open to abuse, and often make little or no distinction between adult users and children.

Ripley Town Council tablet policy/acceptable use policy Declaration

I confirm that I have received a tablet with appropriate software installed and agree to abide by the terms and conditions of use as set out in the attached policy.

I confirm that I have read the acceptable use policy and will abide by the term and conditions of use.

Name (please print):

Signed: Date: