



Lake Forest City Council Policy Manual

iPad Use Policy

Adopted by City Council 12/17/2013

PURPOSE:

The City of Lake Forest recognizes the benefits of using technology to enhance the business of the City and issues iPads to members of City legislative bodies (members of the City Council and/or Commissioners, as they so desire), to improve communication and aid in the performance of their City duties. Through continued technological development, the City of Lake Forest is dedicated to reducing its use of material resources while improving on the delivery of its mission.

POLICY:

1. Ownership
 - a. Upon certification of Election results, and/or following the appointment of new Commissioners, the City Clerk's office will issue each incoming member of designated City legislative bodies, if they so desire, an iPad, cover, and one charging unit. iPads issued to members of City legislative bodies are the property of the City of Lake Forest. Members have no ownership, interest or right to title of the iPads.
 - b. Each member of a City legislative body issued an iPad is responsible for the security and care of the iPad, regardless of where the iPad is used.
 - c. All iPads are covered by the Apple Warranty. Members of City legislative bodies shall contact AppleCare at 1-800-275-2273 with any technical, warranty, or repair issues; the City Clerk shall be notified of the issue concurrently.
 - d. Upon departure from Council seat or Commission due to the conclusion of the term of office or resignation, the iPad will be returned to the City Clerk, who will: (1) have the iPad returned to factory settings and remove any documents, images, files, or media stored on the iPad and re-issue the unit; or (2) allow the outgoing Council Member or Commissioner to purchase his or her iPad at "trade in" value established by a reputable electronic store.
 - e. Any additional iPad accessories, such as keyboards, styluses, screen protectors, cables or adaptors, shall be at an individual legislative body member's own expense and shall remain the property of the Member at the end of the Member's term and service.
2. Agenda Packets
 - a. All Council and Commission Agenda Packets will be provided in electronic format to the members of the Council and Commission who have received an iPad. In accordance with the Ralph M. Brown Act, a physical copy of each agenda will be available at the meeting for review by members of the public.



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3. iPad Software

- a. The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by the City Council and/or Commissions.
- b. The Council Member or Commissioner is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

4. Compliance with Brown Act and Public Records Act

- a. All data stored on a City-purchased iPad is subject to disclosure under the Public Records Act.
- b. Members of City legislative bodies subject to the Brown Act may not use the iPad at public meetings of the body in any manner or for any purpose prohibited by law or City policy. In particular, but without limitation, electronic communications and data devices may not be used at public meetings by City legislative body members in any of the following ways:
 - i. In violation of the requirements of the Ralph M. Brown Act, such as by sharing communications among a majority of the legislative body privately and separate from the public discussion at the meeting.
 - ii. In violation of the requirements of the California Public Records Act, such as by transmitting to a majority of the legislative body information connected with a matter subject to consideration at the meeting, which information is not available to the public.
 - iii. In violation of due process rights of interested parties at adjudicatory hearings, such as by consideration of information not a part of the hearing record, or by use of an electronic communications or data device so as to result in inattention to the record and/or proceedings before the body.

5. Acceptable Use

- a. The City of Lake Forest only authorizes use of the iPads in a manner that supports its mission.
- b. Personal use is permissible so long as, in the determination of the City of Lake Forest, it does not interfere with the City's mission, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any law.



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- c. Installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the iTunes application store.
 - d. Installation of additional applications shall be at the sole expense of the individual legislative body Member, utilizing their personal iTunes application store account.
 - e. Modification of the iPad's operating system to allow installation of applications not approved by Apple is prohibited.
6. Other Permitted Use
- a. Members of City legislative bodies may use the City's iPad equipment for the following incidental personal uses so long as such use does not interfere with the user's duties, does not conflict with the City's business, is at no cost to the City and does not violate either this or any other City policy:
 - i. To send and receive occasional personal e-mail and other communications;
 - ii. To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
 - iii. To access the Internet for brief personal searches and inquiries, provided that the Member adheres to all other City policies.
7. Improper Use
- a. Prohibition Against Harassing, Discriminatory and Defamatory Use
 - i. As set forth more fully in the City's policy against harassment, the City does not tolerate discrimination, disparagement or harassment based on gender, pregnancy, child- birth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, political beliefs, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may a member of a City legislative body use a City iPad to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racist messages, jokes, or cartoons).
 - b. Prohibition Against Violating Copyright Law
 - i. Members of City legislative bodies must not use a City iPad to copy, retrieve, forward or send copyrighted materials unless the user has the City's and the author's permission or is accessing a single copy only for the user's reference for City-related work.



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c. Other Prohibited Uses

- i. Members of City legislative bodies may not use a City iPad for any illegal purpose, in violation of any City policy, in a manner contrary to the best interests of the City, in any way that discloses confidential or proprietary information of the City or third parties, for the conduct of non-City business, to solicit or proselytize others for commercial ventures, religious or political causes, election related activities, or for other purposes not related to the User's duties with or responsibilities to the City, except for incidental personal use, as provided in Section 6.

8. Loss and Damage

- a. Members of City legislative bodies are personally responsible for the security and safety of their assigned iPads and will be held fully liable if stolen, lost, destroyed or not returned. Members will be required to reimburse the city for the full replacement cost of the iPad if it is stolen, lost, destroyed or not returned. The replacement cost will be the same as the original purchase price of the iPad. Damage occurring in the ordinary course of use will be repaired at the expense of the City.
- b. Loss of, or damage to a city iPad must be reported immediately to the City Clerk.



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I, the undersigned, acknowledge receipt of the iPad Use Policy dated 12/17/2013 and agree to its terms and conditions:

Name: _____
(Please Print)

Signature: _____

Date: _____