

POLICY:-	
Policy Title:	iPad Policy
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Other Review Dates:	17 December 2015
Resolution Number:	368/15
Current Policy adopted by Council:	20 September 2018
Resolution Number:	273/18
Next Policy Review Date:	2021

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVES

The objectives of this policy include:-

- To provide clear guidance on the issuing of Council owned iPads;
- To identify the acceptable use of Council owned iPads;
- To ensure the rules relating to Council owned iPads are applied consistently across the business; and
- To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Upper Lachlan Shire Council through various media platforms.

BACKGROUND

The Upper Lachlan Shire Council recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity.

The iPad device will facilitate the electronic distribution of Upper Lachlan Shire Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format.

The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

Although this policy is stated as being for Apple iPads other brands of Council issued tablets, e.g. Samsung Tablets are also covered by this policy.

POLICY STATEMENT

The provision of iPad devices is to Councillors of Upper Lachlan Shire Council, Council General Manager, Departmental Directors, Managers and operational staff as delegated by the General Manager. The iPad devices are provided to facilitate work related use.

The use of non-standard software and internet applications is prohibited; i.e. Skype, Pinterest, Facebook, Bebo, Friendster, Flickr, Twitter, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

APPLICATION OF POLICY

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the General Manager.

ADMINISTRATION OF INFORMATION SYSTEMS

The General Manager and Departmental Directors are responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors.

All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number.

The Council appointed Administrator is the IT Systems Support Officer. The Information Systems Coordinator and the IT Systems Support Officer will have access rights to all user passwords. These designated IT Council Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

TECHNICAL SUPPORT

The Information Technology section of the Finance and Administration Department is responsible for the management of information services and facilities; i.e. iPads, tablets, smart phones, laptops and computers.

All Apple iOS updates are to be performed by Council IT staff.

EMAIL

Email should not be regarded as a secure medium. Messages can be intercepted and scanned for keywords and interception is undetectable.

Private email can be used infrequently, providing it does not interfere with work. All personal outgoing emails must include the following standard disclaimer:-

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Upper Lachlan Shire Council, unless otherwise stated.

iPad USAGE

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the organisation's stated policies.

While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance.

All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

CONDITIONS OF USAGE

- The iPad device is accessible to all Councillors, during their term of office.
- The iPad device is accessible to the General Manager, Departmental Directors, Managers and selected operational staff, during their employment at Council.
- iPad use is limited to reasonable use that supports the Upper Lachlan Shire Council's business.
- The iPad is to be used as the official means of electronic distribution of Upper Lachlan Shire Council Ordinary Meeting agendas, business papers and minutes of meeting.
- The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.
- The iPad may be used for web browsing for work related activities.
- The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.
- Council staff may not use and access social media or social networking sites for personal use during working hours; i.e. Facebook, Pinterest, and MySpace.
- Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.
- Users are responsible for backing up the device, failure to do so may result in a loss of data.

ABUSE OF USAGE

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:-

- Conducting business other than Council business, (i.e. secondary employment) without the approval of the General Manager.
- Promotion of a personal or commercial benefit.
- Violation of a copyright.

- Sending of viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending material that uses offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.
- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Lending the iPad to a third party is strictly prohibited.
- Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

iPad OWNERSHIP

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council.

If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the General Manager.

Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the General Manager. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the General Manager within 24 hours of the request being made.

ENFORCEMENT

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

CRIMINAL ACTIVITY

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or ICAC if necessary.

RESPONSIBILITIES

Upper Lachlan Shire Council

Council will be responsible for the payment of iPad expenses associated with:-

1. The purchase of all tablets including Apple iPad devices;
2. User licences for associated iPad use of Alive Dashboard;
3. Payment of monthly data plan and equipment charges, and review of the same;
4. Training and support charges;
5. The servicing and maintenance of the equipment; and
6. Repairs to the equipment.

General Manager

1. Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;
2. Ensuring that Councillors and Council staff comply with the "Conditions of Usage" requirements of the iPad Policy; and
3. Implementing disciplinary procedures, in accordance with Council's Code of Conduct and Disciplinary Policy, where there is proven misuse or improper use of Council's iPad.

Information Systems (IT) Officers

1. Implementation, administration and technical support to all users of the iPad devices; and
2. Reporting misuse (as per "Abuse of Usage" clause) of Council iPad Policy to the General Manager.

Councillors and Authorised Users

1. Have read and understood the iPad Policy;
2. Adhere to the "Conditions of Usage" requirements as detailed herein the Council iPad Policy;

3. Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;
4. Ensure if an iPad is lost or stolen to immediately advise the General Manager; and
5. Ensure that Council's Records Management Policy is adhered to and all relevant work related emails are registered into TRIM document management system.

LEGISLATIVE PROVISIONS

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

Local Government Act 1993;
Local Government (General) Regulation 2005;
Independent Commission against Corruption Act 1988 and ICAC uidelines;
Work Health and Safety Act 2011 and Regulations;
Anti Discrimination Act 1977;
Local Government (State) Award 2017;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009;
Privacy and Personal Information Protection Act 1998;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;
Industrial Relations / Workplace Surveillance Act 2005;
Code of Conduct for Councillors, staff and delegates of Council;
Council Information Technology Strategic Plan;
Council Internet and Email Policy;
Council Records Management Policy;
Council Internal Control and Procedures Manual;
Council Bribes, Gifts and Benefits Policy;
Council Complaints Management Policy;
Council Government Information (Public Access) Policy;
Council Service Delivery Policy;
Council Fraud and Corruption Prevention Policy;
Council Public Access Policy;
Council Statement of Ethical Principles;
Council Social Media Policy;
Council Mobile Telephone Policy; and
Council Disciplinary Policy.

REVIEW OF POLICY

Council reserves the right to review, vary or revoke this Policy.

USER ACKNOWLEDGEMENT

I (The "Approved User")
acknowledge the following:-

1. That I have received, read and understood Council's "iPad Policy";
2. That I have been granted use of a Council iPad device in accordance with Council's iPad Policy;
3. That I will comply with the requirements of this Policy and other related Council policies;
4. That I accept responsibility for and maintain security of the iPad device granted to me;
5. That I will reimburse Council for all data charges related to private and personal use made on the Council iPad;
6. That the iPad device, associated accessories and equipment must be returned upon my termination from Council's employ or termination of Councillor election term, or at the direction of the General Manager;
7. The iPad device and other equipment identification allocated to me are:
 - a) iPad serial number
 - b) Mobile number.....
 - c) IMEI number
 - d) PIN number
 - e) Pin Lock number
 - f) Other equipment provided i.e. Leather case/ keyboard/ stylus Yes/No

Signed: (Councillor/Employee) _____

Date: _____

Approved: (General Manager) _____

Date: _____