

# TABLET USAGE POLICY

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## 1. OBJECTIVE

This policy document sets the guidelines for the proper usage of City of Karratha owned and issued tablets.

This document is an addendum (rider) to the City of Karratha 'Conditions of Use for Information Technology' document. Council Policy CI-3 'Use of Information Technology Facilities'.

This tablet usage policy is to be read and interpreted in accordance with its governing parent document as stated above.

This document sets out the City's position on the proper use of its tablets. The principles underpinning the proper use of tablets are:

- The use of tablets is to be consistent with City business operations and the organisational objectives.
- Improper use of the City's IT facilities (which includes tablets) will be addressed in accordance with Council Policy CI-3.

## 2. PRINCIPLES

The purpose of this policy is to provide clear guidance on the issuing and use of City owned tablets.

1. To ensure that Councillors and Employees understand their obligations in accepting and using City of Karratha provided tablets.
2. To ensure a consistent policy based approach for City owned tablets is applicable across the organisation and Council.
3. To state that City of Karratha employees and Councillors are accountable for their use of City owned tablets.
4. To confirm that use of tablet computing devices must be in accordance with this tablets usage policy and Council policy CI-3.

### 2.1 Conditions of Use for tablets

- a) Tablets will be issued as a "tool of trade" to all Councillors and on a case-by-case basis to select employees whose position and responsibilities are considered and approved by the Chief Executive Officer to require access to a tablet.
- b) At all times the City issued tablet shall remain the property of the City of Karratha and is subject to this tablet usage policy, Council Policy CI-3 and the Code of Conduct.
- c) The organisation reserves the right to require the return of a tablet at any time for any reason. If the return of a tablet is requested it must be returned within 24 hours of the request being made.
- d) Councillors and Employees issued with a tablet are expected to understand the conditions of use, exercise the same care, security and careful use of the tablet as if it were their own property.
- e) Tablets must not be left unattended in motor vehicles at any time.
- f) Tablets must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

- g) Malfunctions or any other technical problems with tablets should be reported immediately by the user to the City of Karratha Information Technology services department so that steps can be taken to have the problem rectified by an approved technician as quickly as possible.
- h) The organisation has obtained tablet protection plans. This service is for IT equipment investment protection and is used by City IT staff. Under no circumstances is the user of a tablet to organise repairs to a tablet directly with the manufacturer. All problems are to be reported to Information Technology services.
- i) Lending a tablet to any third party is strictly prohibited.
- j) Careless and negligent loss, damage or misuse of a tablet, or any other associated peripheral will result in the City of Karratha taking cost recovery and/or disciplinary action.
- k) Tablets issued to Councillors will come complete with organisation paid Internet download capacity and access. The specific amount of download capacity assigned to a tablet is generous and will be advised at the time the tablet is issued. Where data use exceeds the download capacity available per month the user shall be liable for the cost of the additional download amount above the capacity threshold. This excess amount will need to be reimbursed within 30 days of being advised of any such debt by Council staff.
- l) Specific tablet software applications (Apps) will be installed prior to provisioning as part of the City standard operating environment to ensure appropriate business functionality levels and a consistent tablet fleet capability.
- m) Some configuration and security restrictions will be in place to facilitate tablet device fleet management, ensure City of Karratha network and systems integrity and protect the end user. These settings will be in accordance with industry good practice, policies and procedures.
- n) Apps will be updated and refreshed from time-to-time to ensure the most appropriate Apps are installed, up to date and running properly to meet the business functionality requirements.

## **2.2 Records Management Procedures**

All emails sent from a tablet are subject to the same records keeping requirements as hard copy documents. Users are to ensure that emails are managed according to the City's Records Keeping Plan, State Records Office guidelines and in accordance with internal records procedures. Emails that constitute a record are to be sent to the Records Officer or the relevant administration officer for registration into the City's electronic records management system.

## **2.3 Legal Obligations**

Tablet users should be aware that electronic mail from the City of Karratha is analogous to a letter printed on a City letterhead and therefore is subject to the same legal, and records management obligations as letters sent by conventional mail.

In particular, users should be aware that electronic documents and emails are subject to Freedom of Information legislation and electronic discovery.

## **2.4 Software Licensing**

City of Karratha Councillors and Employees shall only use software that has been approved by the Information Technology department that has been legally obtained by the City of Karratha. City of Karratha users shall not install Apps or any software that has not been approved.

Recommendations for new Apps to be installed that may improve efficiencies and productivity for all tablet users should be emailed to Information Technology Services for assessment in accordance with business requirements.

## **2.5 Acceptable Personal Use of tablets (Councillors Only)**

While tablets are provided for City Councillor business purposes, limited personal use is permitted to enable Councillors to add their personal email account to the tablet for personal email use.

Tablets and the associated Telstra Internet data access service plans are provided for Councillor business use. Should a Councillor request to connect and load their personal email onto the tablet, the City will apply a fair use policy as referred to in section 2.1 of this document.

## 2.6 Acceptable Personal Use of tablets (Employees)

Staff are not permitted to add their personal email accounts to a tablet.

While IT facilities are provided for City business purposes, limited personal use is permitted. Acceptable personal includes, for example, the preparation of lost and found notices or messages dealing with social activities such as the results of staff events and functions. Personal messages will not be afforded any priority treatment or consideration.

Personal use of City IT facilities must not interfere with core business operations, and accordingly the City may choose to set limits on acceptable personal use. This stipulation applies equally to all IT facilities.

Information entered on any City office tablet, or recorded on any City office computer or storage system, becomes the property of the City of Karratha. This includes information of a personal kind. The City reserves the right to access any part of its IT facilities, for any purpose, even if a person has recorded personal information on it. The City may choose to copy or delete personal messages. It also reserves the right to disclose personal messages for the purpose of addressing suspected violations of this policy or any legislative requirements.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

## 4. ROLES AND RESPONSIBILITIES

The **Chief Executive Officer** (CEO) is required to:

- Ensure as far as practicable, that Councillors and staff are aware of adopted policy CI-3 "Use of Information Technology Facilities" and this addendum document "Tablet Usage Policy".
- Exercise or delegate responsibilities by addressing breaches and non-compliance.
- Approve those employees who may subject to the operational requirement be permitted to use tablets for their ordinary work.

**Councillors and Employees** are:

- Responsible for the proper use of the City's tablets and are expected to familiarise themselves with the responsibilities associated with these IT facilities.
- Required to ensure that tablets under their control are protected from theft, damage, loss, unauthorised access and any other form of abuse or improper use.

## 5. REFERENCES TO RELATED DOCUMENTS

- Council Policy CI-3 "Use of Information Technology Facilities"
- Code of Conduct
- Tablet Conditions of Use Agreement (Attachment)

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*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*