

ADMINISTRATIVE POLICY NO. 13-01

ISSUING MUNICIPAL EQUIPMENT (Computer, Lap Tops, Notebooks, iPads)

I. POLICY ISSUANCE

This policy provides uniform guidelines and policies on the issuance and return of Municipal equipment to, and usage of Municipal equipment by, Assembly members and other designated employees. The language herein specifies Assembly members or “users” but includes by reference designated employees who will also be issued computer equipment.

II. PURPOSE

Assembly members have the authority to use CBS equipment to perform assembly related duties. In the course of holding elected office it is necessary to have access to a city owned iPad to view and fully participate in assembly meetings. CBS will pay for the expense of the iPad. The assembly will:

- Return the municipal equipment (iPad) to the Municipal Clerk’s office at the expiration of their term or upon resignation or removal of office.

III. PURPOSE AND POLICY

CBS provides Assembly members with a computer notebook system. Use of this system is regulated to ensure that hardware and software assets are properly used and maintained.

- Violation of any of these policies and/or procedures may result in inadvertent violation of the Open Meetings Act and could result in Assembly business disruption and nullification of Assembly actions.
- The use of the computer equipment is a privilege.
- All Electronic communications systems and all information transmitted, received or stored in these systems are CBS property.
- CBS reserves the right to observe, retrieve, print and read any communication, file or other use of the system at any time, with or without advance notice or consent. Assembly members should have no expectation of privacy when using CBS computer equipment.
 - Even when a communication is erased or deleted it is still possible to recreate the communication: therefore, ultimate privacy of communications cannot be guaranteed to anyone. The Municipal Administrator must approve any exception to this policy.

- Users must exercise discretion and good judgment in their use of CBS computers, the Internet and Electronic Mail. The computer system is for professional use and not to be used exclusively for personal use.
 - They are to avoid usage which a reasonable person would find offensive because of inappropriate reference to sex, gender or sexual orientation, race, national origin, religious beliefs, age or physical or mental disabilities.
 - It is advised that nothing of a personal nature be downloaded or stored on the device, including personal email accounts. Under the Open Meetings Act, AS 44.62.310 and .312, and the Public Records Act, AS 40.25.120, your device may from time to time become the basis of a request or challenge by the public to search your device for public records and evidence of violations of the Open Meetings Act.

a. The following are expressly prohibited:

1. No user shall access, delete, examine, copy or modify a file or retrieve any stored communication or other file not created by user or addressed to user unless authorized by the creating user;
2. Use of computing equipment solely for personal activities;
3. An unauthorized, deliberate action to damage or disrupt the system, alter its normal performance or cause it to malfunction;
4. Use of the system/network to gain unauthorized access to remote systems;
5. Unauthorized copying of system files;
6. Copying copyrighted materials, such as third-party software without the express written permission of the owner or the proper licensee;
7. Knowingly introducing computer “viruses” or other disruption/destructive programs into the Municipal network. All software, files, programs or data, which are copied on to Municipal computers must be checked for viruses prior to use;
8. The use of passwords or other methods to control access to material or other communications that is unknown to the Municipal Administrator. All files and communications must be stored in a manner to enable access by Municipal Administrator or designee.
9. Any attempt by the user to increase privileges and/or to intentionally interfere with the network devices.

b. The Municipality reserves the right to inspect any and all files in all areas of the computer system, including individual hard drives or USB’s in order to assure compliance with policy.

3. Internet Use Policy

The Municipality provides Internet services to its users for use as a tool that when used appropriately, can provide significant enhancements to work performance. The Municipality encourages use of the Internet to support open communications and information exchange.

- Internet services provided by the Municipality include electronic mail (e-mail), the World Wide Web (WWW), and other network functions connecting Municipal computers to systems external to the Municipality's network; such as Granicus® Legistar, Open Platform and Government Transparency Suites.
- Specific federal and state laws require access to public information and apply to data files maintained on computer systems just as they do to other media.

4. Electronic Mail (e-mail) Use Policy

Specific Federal, State and other laws, including the Copyright Act and the Electronic Communications Privacy Act of 1986, as well as certain Alaska Statutes, can also apply to various aspects of e-mail usage. Specifically, Open Meetings Act, AS 44.62.310 and .312 and Public Records Act, AS 40.25.120 are applicable.

The capacity of the Municipality's network to store information is limited. In addition, there are serious implications surrounding the issue of ownership, privacy and security regarding e-mail usage. Consequently, the Electronic Mail Policy is established to ensure that Municipal network resources remain available for Municipal business and to protect the Municipality and its employees from unintentionally violating Federal law or State statute.

- The Municipality's e-mail system is provided to facilitate the conduction of business of the Municipality. Conformance with acceptable use, as outlined in this policy statement, is required. If the Electronic Mail policy is violated, disciplinary action, per Personnel Policies Handbook is appropriate.
- The Municipality owns all network facilities, computer systems and e-mail accounts and has the express right to monitor and audit all computer files and network traffic on the network or individual hard drives.
- All e-mail (Municipal and Internet) may be monitored by other individuals authorized by the Municipal Administrator at any time. A log may be maintained and available to an individual designated by the Municipal Administrator. This log will record, among other information, the user's identification and the e-mail addresses to which messages are sent. No

employee, therefore, should have any expectation of privacy with respect to any e-mail message sent, stored or received.

- Standard Internet e-mail is not a secure communication medium. This should be kept in mind when sending any message that is of a confidential matter.
- E-mail messages created or transmitted via the Municipal e-mail system may be considered material of public record.
- Management of e-mail system. The municipality strongly discourages the storage of large numbers of e-mail messages. Message retention fills up a large amount of storage space on the network server slows down performance. With regard to confidential information, it is desirable to limit the number, distribution and availability of such messages.
- Subscription to list servers should be selective. To help minimize traffic, reply to user-specific question from list servers via normal e-mail when appropriate, rather than via the entire list.

IV. POLICY GUIDELINES

1. **Signs** an Issued Equipment Form.
A copy of the form will be placed in personnel files. The form is attached as Appendix A of the Task Outline.
2. **Users** are responsible for maintaining the equipment in good working order and advising IS Director if it is in need of repair.
3. **Users** are responsible for reimbursing CBS in full for replacement costs for equipment damaged, broken, unusable, or lost due to Assembly member negligence.
4. **Notifies** IS Director and/or file a police report regarding any items lost or stolen within 24 hours.

V. ISSUING PROCEDURES

After being assigned an iPad the **Assembly Member**:

1. **Gets** a written copy of the Policy and Procedure for issuing iPads.
2. **Reviews** Policy/Procedure and Task Outline.

3. **Executes** the **Acknowledgement Municipal Equipment Form** attached as **Exhibit A**.
4. **Uses** the iPad in accordance with the Purpose and Policy.
5. **Avoids** prohibitive uses as outlined in the Purpose and Policy.
6. **Complies** with the Purpose and Policy for issuance.
7. **Maintains** the issued equipment iPad in good working order.
8. **Returns** the iPad to the City at the expiration of their term.

V. GENERAL PROVISIONS

- A. Scope: this policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.
- B. Authority to promulgate policy: The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Sitka, Alaska, this 13 day of December, 2013.



Mark Gorman
Municipal Administrator

**EXHIBIT A
ADMINISTRATIVE POLICY NO. 13-01**

**CITY AND BOROUGH OF SITKA
ISSUING MUNICIPAL COMPUTER EQUIPMENT ACKNOWLEDGEMENT FORM**

This policy is to be read and signed by all users and filed in each personnel file. The signature of Assembly members or employees, constitute acknowledgement of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in disciplinary action up to and including discharge. I understand that my failure to familiarize myself with the City and Borough of Sitka's Computer, Internet and Electronic Mail Policy will not relieve me of the obligation to abide by this policy, or prevent disciplinary action from being taken.

Signature of Assembly Member or
Employee

Signature of Witness

Printed name of Assembly Member
or Employee

Printed name of witness

Date

Date

EXHIBIT B

ADMINISTRATIVE POLICY NO. 13-01

CITY AND BOROUGH OF SITKA ISSUING MUNICIPAL COMPUTER EQUIPMENT FOR BOARD MEMBERS

PURPOSE AND POLICY

City and Borough of Sitka (CBS) provides Board* members with a computer notebook system. Use of this system is regulated to ensure that hardware and software assets are properly used and maintained.

- All Electronic communications systems and all information transmitted, received or stored in these systems are CBS property.
- CBS reserves the right to observe, retrieve, print and read any communication, file or other use of the system at any time, with or without advance notice or consent. Board and Commission members should have no expectation of privacy when using CBS computer equipment. Even when a communication is erased or deleted it is still possible to recreate the communication: therefore, ultimate privacy of communications cannot be guaranteed to anyone. The Municipal Administrator must approve any exception to this policy.
- Users must exercise discretion and good judgment in their use of CBS computers. The computer system is for professional use and not to be used exclusively for personal use.
 - They are to avoid usage which a reasonable person would find offensive because of inappropriate reference to sex, gender or sexual orientation, race, national origin, religious beliefs, age or physical or mental disabilities.
 - It is advised that nothing of a personal nature be downloaded or stored on the device, including personal email accounts. Under the Open Meetings Act, AS 44.62.310 and .312, and the Public Records Act, AS 40.25.120, your device may from time to time become the basis of a request or challenge by the public to search your device for public records and evidence of violations of the Open Meetings Act.

The following are expressly prohibited:

1. No user shall access, delete, examine, copy or modify a file or retrieve any stored communication or other file not created by user or addressed to user unless authorized by the creating user;
2. Use of computing equipment solely for personal activities;
3. An unauthorized, deliberate action to damage or disrupt the system, alter its normal performance or cause it to malfunction;
4. Use of the system/network to gain unauthorized access to remote systems;
5. Unauthorized copying of system files;
6. Copying copyrighted materials, such as third-party software without the express written permission of the owner or the proper licensee;
7. Knowingly introducing computer “viruses” or other disruption/destructive programs into the Municipal network. All software, files, programs or data, which are copied on to Municipal computers must be checked for viruses prior to use;
8. The use of passwords or other methods to control access to material or other communications that is unknown to the Municipal Administrator. All files and communications must be stored in a manner to enable access by Municipal Administrator or designee.

9. Any attempt by the user to increase privileges and/or to intentionally interfere with the network devices.

POLICY GUIDELINES

1. **Signs** an Issued Equipment Form.
2. **Users** are responsible for maintaining the equipment in good working order and advising IT Director if it is in need of repair, lost, or stolen within 24 hours.
3. **Users** are responsible for reimbursing CBS in full for replacement costs for equipment damaged, broken, unusable, or lost due to negligence.

This policy is to be read and signed by all users and filed. The signature of Board members, constitute acknowledgement of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may result in removal from the board. I understand that my failure to familiarize myself with this policy will not relieve me of the obligation to abide by this policy, or prevent removal action from being taken.

Signature of Board Member

Signature of Witness

Printed name of Board Member

Printed name of Witness

Date

Date

* Board members include any and all City and Borough of Sitka Board, Commission, Committee, and Taskforce members