

**CITY OF PALOS VERDES ESTATES
POLICIES AND PROCEDURES
IPAD USE**

I. PURPOSE

In conjunction with the implementation of the Granicus Media Manager platform and paperless agenda initiative, the City Council authorized the use of iPads/Tablets to streamline the agenda process and to distribute agendas and materials electronically and enhance efficiency. Any City business accomplished on the device may be subject to the California Public Records Act, California Political Reform Act and any additional applicable laws. The purpose of this policy is to establish procedures and practices for the issuance and use of iPads by the City Council, Appointed Officials, and Staff. Use of an iPad will assist these individuals in the performance of their duties and thereby improve their service to the public. The use of iPads will also reduce paper and photocopying costs. The primary use of iPads will allow for downloading and viewing of City electronic agendas through the iLegislate app and other similar applications.

This policy does not attempt to cover every situation that may arise in connection with the use of iPads.

II. AUTHORIZED USERS

The City will issue each Council Member and Appointed Officials an iPad with basic accessories corresponding to paperless agendas. Staff will be issued an iPad on an as-needed basis as determined by the City Manager. Any additional iPad accessories such as screen protectors, cables or adapters that are supplemental to the accessories provided by the City, shall be at an individual's own expense and shall remain the property of that individual at the conclusion of his or her term or service. Individuals shall follow the guidelines and procedures set forth in this policy in the use of the City-issued iPad.

III. PROCEDURES

A. Care of iPad

Any individual issued an iPad is responsible for the general care of the equipment. City-issued iPads must remain free of any writings, drawings, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen. iPads that malfunction or are damaged must be reported to the City Manager or his/her designee. The City will be responsible for the repair or replacement of iPads that malfunction. If the iPad is stolen or lost, the authorized user must pay for the replacement iPad.

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Individuals should report immediately to the City Manager or his/her designee if the iPad has been damaged. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the iPad exceeds the cost of purchasing a new device, the City shall pay the full replacement value.

B. Software on iPad

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 any individual issued an iPad, and individuals may be required to return this equipment to the City Manager or his/her designee for periodic updates. Any software, email messages or files downloaded onto a City-issued iPad shall become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties occur or non-City authorized software is discovered, the iPad will be restored to its original default. The City is not responsible for the loss of any software or documents deleted due to a re-format and re-image.

C. Acceptable Use

The iPad, Internet, and e-mail access are tools for conducting City business and shall be used primarily for these purposes. All of the City's computer systems, including the iPad, are City property. With limited exceptions, all documents, files, and e-mail messages created, received, stored in, or sent from any City-owned iPad are discloseable public records under the California Public Records Act and are subject to inspection and duplication by the media or any member of the public upon request. Incidental and minimal personal use of a City-owned iPad is acceptable.

All existing City policies will continue to apply to an individual's conduct on the Internet and in the use of e-mail.

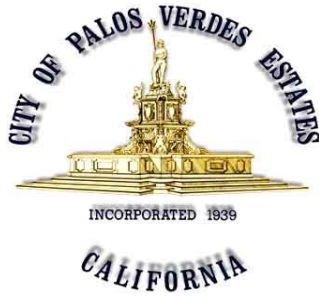
D. Return of iPad

Any City-issued iPad shall be returned to the City Manager or his/her designee when the individual's term or service has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information.

E. Compliance with Policy

The City reserves the right to inspect, at any time, any and all files stored on City-issued iPads in order to ensure compliance with this policy. Individuals do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued iPad, and users shall institute appropriate practices and procedures to ensure compliance with this policy.

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**CITY OF PALOS VERDES ESTATES
IPAD AGREEMENT**

I, the undersigned, have been provided a copy of the City of Palos Verdes Estates iPad Policy and understand its contents fully. I acknowledge that I have no expectation of privacy in any documents, files, or e-mail messages created, received, stored in, or sent from a City-issued iPad. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

Name

Signature

Date of Issue:

Date of Return:
(to be completed upon surrender of components)

Serial number:

iPad: DXLR2 _____

Keypad: _____

Pencil: _____

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