

Linda Lehman- Mayor
Stephanie Haug, CMC- City Clerk/Treasurer
Spink Engineering- City Engineer
Kerr Law Group-City Attorney



Lisa Stade-Councilwoman
Mary Lettau- Councilwoman
Vanessa Coates- Councilwoman
David Sandretto- Councilman
Jake Mokler- Councilman

SPECIAL MEETING
WORKSHOP

February 29, 2016

AGENDA

Council Chambers
5:30pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. iPad Training - Stephanie**
- D. ADJOURNMENT**



CITY OF BENTON CITY

IPAD POLICY AND AGREEMENT TO ABIDE THEREBY

SECTION 1: GENERAL STATEMENT

The City Council, by authorizing the acquisition of iPads, recognizes that the provision and use of an iPad will assist the Councilmembers, Mayor, and certain members of Staff in the efficient performance of public duties, provide cost savings to the City, and improve service to the public. By reading and signing this Policy statement, each undersigned City Council member, Mayor, and employee acknowledges and agrees to abide by the terms contained herein that set forth what are, and are not, appropriate uses for this important business tool.

Each public official currently has a separate city email account that will be used to send official City documents, including without limitation City Council agendas, staff reports, and the like. Internet access to this email account will be available through the iPad.

The iPad, Internet, and E-mail access will be used primarily for business-related purposes, i.e., to review council agenda materials, research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. All city business-related documents, files, and E-mail messages are considered public records, are subject to the Washington Public Records Law, and are considered the property of the City of Benton City.

iPad users agree to use the iPad honestly and appropriately on the Internet and when using E-mail, and further agree to respect the copyrights, software license provisions, property rights, privacy and prerogatives of others, just as in any other business dealings. All existing City Computer policies will continue to apply to the use of the iPad.

iPad, E-mail activities will be traceable to the City of Benton City and will impact the reputation of the City. For this reason, users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability. Users will not download files from sources which may be untrustworthy nor shall users open and read files attached to E-mail transmissions unless they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. Users will be held accountable for any breaches of security caused by files obtained for non-business purposes.

SECTION 2: DETAILED POLICY PROVISIONS

- A. The City has the right but not the duty to inspect any and all files stored on iPads in order to assure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City iPad and the City Clerk/Treasurer may institute appropriate practices and procedures to assure compliance with this policy.
- B. The City's iPads are intended primarily to be used for legitimate City business reasons with the goal of improving service to the public.

- C. The City Clerk/Treasurer will assist only in the installation of certain basic applications, "apps", and software that are deemed to be reasonably necessary and appropriate to perform City related duties. Any software, applications, E-mail messages, or files downloaded by users onto a City iPad become the property of the City, and may only be used in ways that are consistent with licenses or copyrights.
- D. iPads provided to elected officials and staff members are wi-fi compatible.
- E. If User loses or damages the iPad, it must be reported to the City Clerk/Treasurer immediately. The User may be responsible for payment for repair or replacement if such damage was due to negligence or misuse. After a second occurrence of loss or damage, the user is solely responsible for reimbursing the City for the fair market value of the repair or replacement.
- F. E-mail and Internet communications related to city business are considered public records subject to disclosure to the public pursuant to the Washington Public Records Act. For this reason, all city-related e-mails will be generated or received through the City's E-mail system when being accessed on a city- issued iPad. This requirement is designed to insure that all City-related e-mails will be captured by the City's E-mail retention system.
- G. Users will not send any messages of an obscene, libelous, vulgar, or defamatory nature. Users will not use any email program or service during any City meeting and Users will not use the iPad in any way as to violate the Open Meeting Law.
- H. Users will not use City-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or similar purposes.
- I. Users will not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- J. In using the City-issued iPads, Users will identify themselves honestly, accurately, and completely at all times.
- K. Incidental and occasional personal use of iPads is acceptable, provided it complies with the following:
- Does not interfere with an employee's or council member's regular duties or the business of the City
 - Does not result in an incremental expense of the City
 - Is not used for any form of advertising, solicitations, or promotions, commercial or political purposes.
 - Is not used to communicate abusive, profane or offensive language.
 - Is not used for criminal activities.
 - Is not used for online gambling websites.
 - Is not used for viewing or distributing pornographic or sexually related material.
 - Is not used for viewing or distributing material related to the intolerance of a

gender, race, ethnicity or religion.

- Is not used for sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, Facebook, Twitter, texting, etc.)
- Is not allowed to be used by anyone other than a City employee or contractor.

SECTION 3: RETURN

All elected officials and employees shall return their iPad to the City Clerk/Treasurer when their term and service for the City of Benton City has ended. The iPad will be wiped clean of any and all information upon return of the iPad to the City Clerk at the end of the elected and appointed official's term and service. Elected officials and employees will insure that any public records stored on the iPad that need to be retained shall be transferred to an appropriate City computer or storage medium.

SECTION 4: CONCLUSION

The City of Benton City has provided iPad, Internet, and E-mail access to all elected officials and certain employees for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of these facilities. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

**ACKNOWLEDGMENT AND AGREEMENT TO
ABIDE BY THE CITY'S IPAD POLICY
FOR THE CITY'S ELECTED OFFICIALS AND STAFF MEMBERS**

I, the undersigned, have been provided a copy of the City of Benton City iPad Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

(signature)

Name (print): _____

Position held: _____

Date: _____