

Board Rule—County-Issued Electronic Device Usage

1. All Current Electronic Devices [hereafter: “devices”] are the property of Winnebago County.
2. Unless specifically exempt, information stored, saved, or maintained on a county device is considered public information and is therefore subject to public disclosure laws. The user of the device will be the custodian of the stored information and must take reasonable steps to maintain and preserve the stored information. Devices shall be password protected.
3. Each device shall be numbered according to Supervisor District numbers to ensure that the device is consistently provided to and used by the same user.
4. All electronic data, communications, and information—including information transmitted or stored on the electronic systems of the County, remain the property of Winnebago County.
5. As part of the device setup, Information Services shall provide a password to the user. This password should be changed when the device is delivered. Passwords should not be shared or posted.
6. Users shall be expected to take reasonable precautions to protect from damage, theft, or destruction any device assigned to them.
7. Any suspected breach of security, damage, destruction, or theft of any device owned by Winnebago County shall be reported to the Information Services Department as soon as possible. Information Services shall determine the extent of damage and provide an estimate to repair or replace the device. The user's department or area of responsibility will be requested to cover the cost of repair or replacement of the device.
8. Devices are provided to the County Board of Supervisors to establish a secure, reliable, maintainable, and portable method of communicating information.
9. Information Services will create an appropriate account (**without credit card information**) using the County Board address.
10. All devices are assigned to County Board Supervisors for their term of office and remain the property of Winnebago County and shall be surrendered to the Information Services Department upon termination of such Supervisor's office or upon a request by the County Board Chairperson. The device will be reset to factory defaults resulting in all installed applications and existing information—personal or work-related—being deleted.
11. Information pertaining to scheduled meetings (i.e. meeting packets) will be transmitted to the County Board Supervisor's District email account.
12. It is the intent that electronic meeting packets will replace paper materials.
13. All provisions of the “Rules of Order of the Winnebago County Board of Supervisors Appropriate Use of Technology During Board and Committee Meetings” will be adhered to.
14. The County Board Supervisor is the custodian of his or her records. As such, he or she is responsible for maintaining copies of said records.
15. Should a County Board Supervisor choose to utilize a personally-owned device in place of a County-issued device, the Supervisor shall follow Winnebago County's BYOD (“Bring Your Own Device”) use procedures.