

## Policy C-4 Washburn County Board Supervisor iPad Policy

### Purpose

To enhance access to information necessary to make informed decisions and to achieve operational efficiencies Washburn County will provide committee information in electronic format. Washburn County will provide members of the county board electronic tablet devices to retrieve and view this information.

### Guidelines

The Information Technology Department will procure tablet devices and all accessories.

The tablet devices are the property of Washburn County. At the end of a County Board Supervisor's tenure, the device shall be returned to the Washburn County Information Technology Department within 10 days or be billed for the replacement cost.

The cosmetic care of the tablet device is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual County Board Supervisor.

The tablet device will come preloaded with core applications which will be owned by Washburn County and be centrally managed by the Information Technology Department.

In the event the device is lost, stolen, or damaged the County Board Supervisor shall notify the Information Technology Department immediately (715-468-4660). The Information Technology Department shall take appropriate measures to protect sensitive and confidential information.

Washburn County reserves the right to clear data and/or personal applications on any county owned device that is lost, stolen, or not functioning properly.

Washburn County is not responsible for loss of personal information while in the process of providing maintenance and upgrades to the devices operating system or applications.

Training shall be provided to County Board Supervisors initially and as needed or requested.

County Board members who chose not to accept a tablet device shall be responsible for reproducing county information as hard copies will no longer be distributed. County Board members can choose to use their personal devices.

Washburn County iPad Acknowledgement of Receipt

- Tablet devices are provided by Washburn County and are intended for county business.
- Tablet devices remain the property of Washburn County and will be returned at the end of the Supervisor's tenure with the county.
- Core applications will be centrally managed and owned by Washburn County.
- Upgrades to the tablet device operating system and core applications may affect any personal information that is stored on that device.
- Washburn County reserves the right to clear any device that is lost, stolen, or not functioning properly.
- Personal information is allowed but backup is the responsibility of the individual user.
- Any personal information stored on the tablet device is subject to open records requests and as a result may be made available to the public.

Supervisor Name: \_\_\_\_\_ District: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_