

## **WAUPACA COUNTY ELECTRONIC COMMUNICATIONS POLICY**

### **BOARD OF SUPERVISORS and COUNTY CLERK**

**PURPOSE:** To allow efficient access to electronic information (Internet and E-mail) necessary to conduct county business and make informed decisions.

#### **ROLE OF COUNTY:**

Waupaca County Information Technology Department will research and purchase tablet type computers for use by the Waupaca County Clerk and Board of Supervisors. The Information Technology Department will also research and recommend any and all accessories for use with the tablet type computers.

Waupaca County will maintain ownership of tablet computers. Waupaca County will set up the tablet computer, install any necessary software, and maintain the tablet computer including installing upgrades. Each tablet computer will have a passcode, password, and PIN security so that no unauthorized software may be installed.

Waupaca County will retain the County Clerk's and individual Supervisor's email correspondence (sent and received) on its network when communication is through the county-issued email address in accordance with the County's record retention policy.

Waupaca County will provide each Supervisor with user credentials (username and password) for use with the tablet. Effective June 1, 2017, the County Clerk's office will use email communication as the primary means of communicating county business to the Supervisor, including but not limited to agendas, packets and minutes. In the event that printed materials are needed, the Clerk's office may elect to mail materials via the United States Postal Service.

Information Technology Department will provide training, including individual sessions, at the request of the Waupaca County Board of Supervisors or the Waupaca County Clerk.

#### **RESPONSIBILITY OF ELECTED OFFICIAL:**

The County Board Supervisor will return the tablet within five business days of the end of her/his tenure to the Waupaca County Clerk. In the event a tablet computer is not returned timely, Waupaca County will bill the Supervisor for the replacement cost of the tablet.

The care of the tablet is the responsibility of each County Board Supervisor. Waupaca County has purchased a three year accidental damage warranty plan for each tablet. This warranty covers two incidents of accidental damage per year for three years.

In the event the tablet is stolen, damaged, lost, or compromised the County Board Supervisor will notify the Waupaca County Clerk and Information Technology Department so that necessary measures to protect confidential information can be taken.

Waupaca County encourages the tablet computer to be used by the Supervisor. However, Waupaca County will not be liable or responsible if the tablet computer is used for personal reasons and personal data is removed in the process of providing service or upgrades to the tablet. Waupaca County will remove any personal information as needed to allow proper functionality of the tablet for Waupaca County business. Any personal information stored on the Waupaca County tablet computer may be subject to public records requests and may be disclosed in accordance with Wisconsin's Public Records Law.

Effective with the term beginning April, 2018, in the event a Supervisor elects not to use the county provided tablet, s/he will be charged for postage cost. All County Board Supervisors will not be charged for paper copies relating to their job responsibilities if they request the copies 24 hours in advance and pick them up.

#### DIGITAL COMMUNICATION DURING COUNTY BUSINESS:

County Supervisors are advised that electronic or digital communication between and among supervisors regarding County business could constitute a walking quorum. Supervisors should take precautions not to use "reply all" to emails and to reduce the number of sequential emails on any one topic.

#### Laptops, Tablets, iPads and other computing devices

Laptops, Tablets, iPads and other computing devices may be used during Board and Committee meetings to read and review meeting materials and access information pertinent to the items being discussed at a meeting.

Laptops, Tablets, iPads shall not be used during Board and Committee meetings to surf the web, email, engage in instant or text messaging of any kind or to engage in non-county related business.

#### Email, Instant or Text Messaging

All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his/her voice due to illness, injury or disability.

A Supervisor shall not engage in any email, instant messaging or text messaging during any Board or Committee meeting with County Employees.

“Email” means a system for sending and receiving messages electronically or over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email. Also, a message or messages sent or received on such a system.

“Instant Messaging” means real-time direct text-based chatting communication between two or more people using personal computers or other devices.

“Text Messaging” means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.