

Douglas County ELECTRONIC TABLETS POLICY

A. Issuance of Electronic Tablets

Each supervisor will be issued a county-owned electronic tablet (iPad) for use during their term on the County Board. Supervisors are to be responsible for the care and safety of the iPad. If an iPad is damaged and requires replacement, Douglas County will provide a replacement for one such occurrence; similarly, if an iPad is lost or stolen, Douglas County will provide a replacement for one such occurrence. Any further purchase of replacement iPads will be the financial responsibility of the supervisor. Supervisors may also purchase, at his or her own expense, an additional 2-year warranty that will cover up to two incidents of accidental damage due to handling (loss or theft of the iPad is not covered).

B. Required Use

Supervisors will receive all Douglas County Board and committee meeting agendas and minutes solely by electronic format accessed through the iPad. These documents will no longer be mailed to supervisors. Supervisors will be required to utilize iPads at board and committee meetings in order to view agendas and attachments however, during a transition period paper copies of committee and board agendas (excluding attachments) will be provided to supervisors at the meetings. Supervisors may also provide paper copies of agenda attachments at their own expense.

Use of the iPad will also allow supervisors to access county e-mail, calendar, and other county documents (budget, plat book, policies, reports, etc.). Supervisors are encouraged to utilize the iPad to the fullest extent possible.

C. Electronic Communication

All communication created, sent, received, or stored in Douglas County systems and/or equipment are the property of Douglas County and are subject to Wisconsin Open Records Law and open to disclosure under the provisions of that law. Douglas County reserves the right to monitor systems and/or equipment with or without notice and will have the right to access all information to which an employee has gained access.

All communication via the network and Internet should be consistent with the public service mission or image of Douglas County. Each user is responsible for the appropriateness and content of material he/she transmits or publishes on the network or Internet.

Any personal use of county communication systems and/or equipment should be limited, should never interrupt county business, and should occur during non-work time, unless extenuating circumstances arise. Use of county communication systems and/or equipment for union business is prohibited, with the exception of transmitting union meeting notices.

County communication systems and/or equipment should not be used by employees to engage in any illegal activities or any other inappropriate use, or for any use which is in violation of any federal, state, or local laws, or other county policies. County communication systems/equipment may not be used to create any offensive or disruptive messages or documents.

All employees have a duty to report any discovered or suspected unauthorized or improper use of county communication systems/equipment.

D. Maintenance/Repair

For security reasons, only authorized county personnel are allowed to perform maintenance/repairs and troubleshooting on county-owned iPads.

E. Return/Purchase of iPad

If a supervisor resigns, or is not re-elected to the office of County Board Supervisor, he or she will relinquish their iPad to Douglas County or be allowed to purchase his or her iPad at the current value determined by the IS Director.