

Randolph County

Tablet Policy

Adopted 4/4/2016

Section 1. Purpose

The Randolph County Commissioners acknowledge and agree that the provision and use of a tablet will assist the members of the Commission in the efficient performance of their duties as County Commissioners and thereby improve their service to the public. The use of the tablet will also reduce paper and photocopying costs.

The explicit privileges set forth in this policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. Commission members acknowledge, understand and respect the underlying tablet, Internet and usage philosophy that forms the basis of this policy, including the understanding that only the Randolph County e-mail account will be used to conduct County business.

Section 2. Receipt of Tablet

The Randolph County Information Technology (IT) Department will issue County Commission members a tablet and a case with accessories determined by the IT Department Head. Any additional tablet accessories not originally provided by the County, shall be at an individual Commission member's own expense and shall remain the property of the Commission member at the end of the member's term. County Commissioners will each receive a separate e-mail account that shall be used to send official Commission and County documents, including without limitation, County Commission agendas, staff reports, packets and the like; as well as for County Commissioners to send all e-mails and correspondence relating to County business. County Commissioners will have access to the Internet through the tablet. Before being authorized to access and utilize the County computer system and tablet equipment for Internet and e-mail communication, a County Commissioner member shall sign the Randolph County Tablet Policy, acknowledging receipt and understanding of such.

Section 3. Responsibility and Care of Tablet

County Commission members are responsible for the general care of the tablet that they have been issued by the County. Tablets that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment. Tablets that have been lost, stolen or damaged from misuse, neglect or are accidentally damaged, in the sole and exclusive judgment of the County Manager or his designee, will be replaced or repaired by the County, with the cost borne by the Commission member. Tablets should remain free of any writing, drawing, stickers or

labels that are not the property of the County. Only a clean, soft cloth should be used to clean the screen.

Section 4. Software on Tablet

The software and applications installed by the County must remain on the tablet in usable condition and be readily accessible at all times. From time to time, the County may add or upgrade software applications for use by the Commissioners; such that Commission members may be required to check in their tablets with the IT Department for periodical updates and synching. All software installed on the device will belong to the County.

Section 5. Acceptable Use

All of the County's computer systems and devices, including the tablet, are considered to be public property. All documents, files and email messages created, received, stored in, or sent from any County tablet are considered public records, subject to disclosure to the public pursuant to the North Carolina Public Records laws (with only limited exceptions), and are considered the property of Randolph County.

All existing County policies will continue to apply to Commission members' conduct on computer devices, the Internet and in the use of email, including but not limited to, those that deal with the code of ethics, misuse of County resources, sexual harassment, electronic communications, information and data security, and confidentiality. County Commission members shall not use the tablet, computer or communication devices in any way as to violate the Open Meetings law requirements, applicable governing laws, or ethical conduct and principles of an elected public official.

Section 7. Return of Tablet

County Commission members must return their tablet to the IT Department when the individual Commission member's term and service on the County Commission has ended. Upon return of the tablet to the County and following the preparation of any appropriate backup files in accordance with the Public Records and Retention laws, the tablet will be wiped clean of any and all information at the end of a Commission member's term.

Section 8. Compliance with Policy

The County reserves the right to inspect any and all files stored on tablets that are the property of the County in order to ensure compliance with this policy. County Commission members should not presume to have any personal privacy right in any matter created, received, stored in, or sent from any County issued tablet.

RANDOLPH COUNTY, NC
ACKNOWLEDGEMENT OF TABLET POLICY AND
RECEIPT OF COUNTY ISSUED TABLET, CASE AND ACCESSORIES

I, the undersigned Randolph County Commissioner, have been provided a copy of the Randolph County Tablet Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it. I have taken possession of a County tablet with case and accessories and I hereby acknowledge receipt of the property.

I will accept financial responsibility and indemnify the County from any fees, expenses, or damages incurred as a result of my misuse or neglect of the County's computer systems and electronic devices, including but not limited to tablets.

In the event I leave office for any reason, I must return the tablet property; or the County Manager's office shall withhold an amount equal to the replacement value of the tablet, case and accessories from my County of Randolph wages. By signing below should I fail to return the property, I hereby permit and direct the County Manager's office to withhold an amount equal to the replacement value of the tablet, case and accessories at the time I leave office.

County Commissioner
(Printed Name)

Signature

Date

Serial #

Witness:

Name/Title Printed

Signature