

RESOLUTION NO. 54-2015

Offered by: All of Council

A RESOLUTION AUTHORIZING THE ADOPTION OF THE iPad ACCEPTABLE USE POLICY

WHEREAS, Council, its Clerk and select Village officials use Apple brand iPad tablets to enhance and improve the efficiency of conducting Village business; and

WHEREAS, this Council has determined it is in the best interest of the iPad users and the Village to establish guidelines and a policy for the acceptable usage of the Village-issued iPads or other similar devices; and

WHEREAS, this Council wishes to adopt the iPad Acceptable Use Policy attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, by the Council of the Village of Richfield, County of Summit, State of Ohio:

SECTION 1. That the iPad Acceptable Use Policy be adopted and be effective immediately.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 9-1-15

Trick Hubert
President of Council

Bohler Baslar
Mayor

Dated: 9/1/15

ATTEST:

Carolyn Edulwan
Clerk of Council

Acceptable Use Policy

The Village of Richfield has determined to provide iPad devices (iPads) to members of Council and to the Council Clerk to enhance and improve the efficiency of conducting Village business. Devices provided are property of the Village of Richfield and are to be used for Village business only subject to this acceptable use policy. The use of the word "device" or the word "iPad" in this policy shall refer to an Apple brand iPad tablet or other similar device.

- Members of Council and employees of the Village of Richfield (collectively, "users") will use iPads in a responsible, ethical, and legal manner at all times.
- Common sense and good judgment is expected to be used at all times.
- No person may utilize their device to send, store or transmit fraudulent, harassing, threatening, obscene or illegal communications.
- Any viewing, sharing or transmission of material containing inappropriate content, offensive language, derogatory rumors/gossip or other content not in keeping with the Village of Richfield's mission or philosophy is strictly prohibited. In addition, any use which could pose a risk of property loss or physical or mental harm to anyone is prohibited.
- Users should consider whether others may regard their electronic communications and other iPad uses as offensive, hurtful or otherwise inappropriate.
- The Village of Richfield network may not be accessed without authorization. Users accessing the network must log on using their assigned user account, if applicable, and must not share confidential usernames or passwords allowing other users unauthorized use of the device or the network.
- In order to maintain safety and security any iPad activity and all files, including communications, internet history and other uses may be subject to monitoring by the Village of Richfield. With respect to user privacy, such monitoring would only occur if reasonable suspicion of inappropriate activity or probable cause of policy violation is present.
- Documents and communications that are sent or received by or are created, stored or maintained on a device and that serve to document the organization, function, policies, decisions, procedures, operations, or other activities of the Village constitute public records under Ohio law. All such records must be properly maintained and not destroyed or erased except in compliance with law and Village records retention schedules.

- Certain Internet materials may not be copied or reproduced without permission of the author or other right-holder. It is the user's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secret laws.
- Users are responsible for the safekeeping of iPads and are expected to exercise due care and good judgment at all times in order to avoid breakage or loss. Users must immediately report damage or loss, including theft, to the Village of Richfield.
- Any loss or damage to Village owned iPads may be the financial responsibility of the user. Any loss or damage to an iPad for which a user has been reimbursed by the Village, in whole or in part, may impact the user's eligibility for a replacement.
- *De minimus* personal usage will not violate this acceptable use policy but shall be at the personal expense of the user. Moreover, the user may be responsible for any damage caused by or related to their personal use of the device, such as by downloading apps.
- Personal usage must not conflict with any of the above mentioned acceptable uses, and users should understand that there should be no expectation of privacy related to their personal use of Village owned iPads.