

**City of East Wenatchee**  
**Tablet Computer (“Tablet”) Use Policy**  
**For Elected Officials**

**1. Purpose.**

- 1.1. The City Council believes that using a city-issued tablet will reduce costs, reduce the use of paper, streamline the business processes of the City, and improve the delivery and exchange of information with citizens.
- 1.2. This tablet policy sets forth guidelines for the use of a tablet.

**2. User Responsibilities.**

- 2.1. Elected officials must adhere to this policy.
- 2.2. All existing city policies, state law, and federal law apply an elected official’s conduct while using a tablet.
- 2.3. If an elected official believes someone has compromised the security of the tablet, he or she must immediately notify the City Attorney.

**3. Ownership.**

- 3.1. Upon an elected official signing a Tablet Use Agreement, the City will provide an elected official with a tablet to use for city-related business. The tablet remains the property of the City.
- 3.2. At least 14 days before the end of his or her term, an elected official must return the tablet to the City. If he or she does not return the tablet by the deadline, the City will garnish the elected official’s paycheck for the purchase price of the tablet.
- 3.3. An elected official will use due care and caution in the maintenance and care of the tablet.
- 3.4. An elected official will keep the tablet password-protected at all time.
- 3.5. An elected official will not leave the tablet in a place where it could be easily stolen, damaged or accessed. If the tablet is stolen or damaged, the elected official must pay for the cost of replacing it.
- 3.6. The City will provide routine maintenance of the tablet issued to an elected official.

- 3.7. An elected official may not allow a non-city employee or non-city official to use or access the tablet.
- 3.8. If the City receives a request for public records related to an elected official's use of a tablet or requesting a record that may be on a tablet, the East Wenatchee Chief of Police of East Wenatchee may enter an elected official's home, without notice and without a warrant, to retrieve a tablet.

#### **4. Appropriate Use.**

- 4.1. An elected official may only use the tablet for official City business. He or she may not use the tablet for commercial, political, personal, pornographic, illegal or offensive use.
- 4.2. An elected official may not add or download software, programs, or applications without prior authorization from the City Attorney.
- 4.3. An elected official must limit any postings, blogging, messaging, or social media activity to official City sites and activities and may not use the tablet to post information on a personal site or on personal, social media.
- 4.4. An elected official must limit his or her use of the tablet during public meetings to accessing information solely related to the business of the meeting.
- 4.5. An elected official may not use the tablet to communicate with another individual during a meeting.
- 4.6. An elected official may not use the tablet as to violate the Open Public Meetings Act.
- 4.7. An elected official may not use a tablet to promote or oppose any political ideals or positions.

#### **5. Records Management.**

- 5.1. All data on a tablet is property of the City. An elected official has no expectation of privacy in data created, received, or maintained on the tablet. An elected official may not delete an original, primary file. The City may access the tablet, saved files, internet logs, email records, metadata, or any other pertinent information without notice.
- 5.2. An elected official must retain all data as required by the State Attorney General's Local Records Retention Schedule for Local Agency Records.

- 5.3. All information on a tablet is public. There is no protection, and the City will provide no defense, for private or personal files, data, email, or documents that reside on a tablet.
- 5.4. The City reserves the right to fully manage and monitor a tablet, including controlling the data services, cellular services, device configurations, applications and policies.

## **6. Software on Device**

- 6.1. The software and applications installed by the City must remain on the electronic device in usable condition and be readily accessible. From time to time, the City may add or upgrade software applications for use by elected officials, which will require an elected official to return the tablet to the City Attorney for periodic updates and synchronizing.
- 6.2. Any software on a tablet is the property of the City and may only be used in ways consistent with applicable licenses, trademarks or copyrights.
- 6.3. If technical difficulties occur or illegal software is discovered, the electronic device will be restored from backup. The City does not accept responsibility for losing any software or documents deleted due to a re-format and re-image.
- 6.4. From time to time, the City may add or upgrade software applications for use by an elected official such that an elected official may be required to check in his or her tablet with the City Attorney for periodic updates and synchronizing.

CITY OF EAST WENATCHEE

TABLET AGREEMENT FOR ELECTED OFFICIALS

The City of East Wenatchee has provided me with a copy of the City’s policy regarding an elected official’s use of a city-issued tablet.

I, \_\_\_\_\_, have read the policy, I understand the policy, and I agree to abide by its terms.

\_\_\_\_\_  
Mayor/City Council Member

\_\_\_\_\_  
Date