

Purpose:

To ensure a clear understanding of the purpose of Tablets for Edgerton Village Councilors and terms of use of the Tablets by Councilors.

1.0 Policy Statement and Guidelines

A) The Village of Edgerton shall provide each Councilor with a Tablet (or similar device as technology advances) for the purpose of receiving and using information for Council meetings, correspondence with Village Office, and other meetings or activities relevant to Council duties.

B) Councilors are expected to utilize the email address provided to them when necessary in the execution of their Council duties.

C) The Village of Edgerton shall ensure that the Tablet has all the necessary hardware, applications, and programs to allow Councilors to complete their work. Councilors are responsible for ensuring familiarity with the operation of the Tablet. The Village of Edgerton shall provide technical assistance to the best of its abilities when requested.

D) The Councilor shall be deemed to take ownership upon acceptance of the Tablet. The Councilor shall be responsible for creating or using their own “Apple ID” or other relevant digital identifier. The Councilor shall be allowed to modify the Tablet with any personal applications or programs they wish to include on the device, at their cost. Should the Councilor feel that a paid application or program is required to complete their tasks, Council will review whether reimbursement will be provided.

E) Upon completion of their four-year term on Village of Edgerton Council the Councilor shall retain ownership of their Tablet. Councilors may choose to continue using the Tablet purchased by the Village of Edgerton should they remain on Council for successive terms. Councilors may also elect to receive a new Tablet, should they remain on Council for a successive term.

F) If a Councilor does not serve at least half of their designated term as Councilor for the Village of Edgerton, the Tablet shall be returned to the Village; or the councilor will have the option of purchasing the Tablet at a cost established by the Council at that time.

G) If a Councilor elects to receive a new Tablet in the situation of a successive term, does not complete their four-year term but elects to retain the Tablet, or does not elect to remain on Council for successive terms, they will be required to temporarily surrender the Tablet to the Village of Edgerton in order for the Village of Edgerton to ensure that no confidential or Council specific information is retained on the Tablet.

H) If the Tablet or necessary accessories cease to be operable by no fault of the Councilor, the Village of Edgerton shall replace the Tablet.

I) Any Council information downloaded to a Councilor's Tablet or accessed are to comply with the Code of Ethics Confidentiality Agreement and the FOIP ACT (Freedom of Information and Protection of Privacy).