CITY OF TONKA BAY
ITEM NO. 9A

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: February 24, 2015

Re: Computer Use Policy

Staff has prepared a computer use policy for Council review. In addition, Staff has prepared a resolution regarding the iPads for the City Councilmembers.

Council Action Requested:
Review and discuss policy. Motion to adopted the attached Resolution and attached policy.

RESOLUTION NO. 15-

A RESOLUTION APPROVING THE EXPENDITURE OF PUBLIC FUNDS FOR THE PURCHASE OF ELECTRONIC EQUIPMENTTO FACILITATE THE CONDUCT OF CITY BUSINESS, AUTHORIZING AND RATIFIYING THE TRANSFER OF OWNERSHIP OF iPAD AIR TABLETS TO CITY COUNCILMEMBERS AND ESTABLISHING A USE POLICY FOR SAID EQUIPMENT

WHEREAS, the City of Tonka Bay is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Tonka Bay has purchased electronic equipment for the purpose of facilitating the efficient and cost effective conduct of city business by staff and the City Council; and

WHEREAS, the ownership of Apple iPad Air tablet devices purchased by the City has been transferred to members of the City Council for the above purpose; and

WHEREAS, the City Council desires to adopt a computer use policy for use of the Apple iPad Air tablets by the city councilmembers; and

WHEREAS, the City Council, following presentation and consideration of staff reports, and having considered said reports, files and records material to this matter, makes the following findings of fact and conclusions:

1. The expenditure of public funds for the purchase by the City of Apple iPad Air tablets and transfer of ownership of those tablets to city councilmembers is for the public purpose of facilitating the conduct of public business.

2. The expenditure and transfer of ownership will benefit the City of Tonka Bay community as a body.

3. The expenditure and transfer of ownership are directed to the functions of government.

4. The expenditure and transfer of ownership do not have as their primary objectives the benefit of a private interest.

5. The expenditure and transfer of ownership promote the public health, safety, general welfare, security, prosperity and contentment of residents of the City of Tonka Bay.

6. The adoption of the City of Tonka Bay Computer Use Policy is intended to ensure that the use of the iPad Air tablets by city councilmembers serve and accomplish the above pubic purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tonka Bay, Hennepin County, Minnesota that the City Council hereby approves and ratifies the expenditure of public funds for the purchase by the City of iPad Air tablets and transfer of ownership of those tablets to city councilmembers for the public purpose of facilitating the conduct of public business.

BE IT FURTHER RESOLVED, that the City of Tonka Bay Computer Use Policy attached hereto as Exhibit A and made a part hereof, is hereby adopted.

PASSED AT A REGULAR MEETING of the Tonka Bay City Council this _____ day of _____, 2015.

Motion introduced by_____ and seconded by _____.

Roll call vote:
Ayes –
Nays –
Absent –

_____
Gerry De La Vega, Mayor

ATTEST:

_____
Joseph Kohlmann, Clerk/Administrator

City of Tonka Bay Computer Use Policy – Exhibit A

General Information
This policy serves to protect the security and integrity of the City's electronic communication and information systems by ensuring that said systems are used for a public purpose.

Computers and related equipment used by the City Council are property of the City Councilmembers. The City has purchased electronic devices for the City Council for the purpose of enhanced electronic communication with the City and improved programming. Councilmembers will be required to access City communications electronically.

Personal Use
The City recognizes that some personal use of computers and related equipment has and will continue to occur.

Reasonable, incidental personal use of computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with the conduct of public business. All use of computers and software, including personal use, must adhere to provisions in this policy, including the following:

- City Councilmembers shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the City Administrator. If permission to connect these tools/peripherals is granted, the Councilmember must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. The City Administrator will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.

Hardware
In general, the City will provide the hardware required for the City Councilmember to perform his or her job duties. Requests for new or different equipment should be made to the City Administrator.

The City will supply computers devices for City Councilmembers. City Councilmembers are responsible for the proper use and care of computer equipment. Computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software
In general, the City will not provide software for Councilmembers. New or different software should be purchased at the discretion of the City Councilmember.

Electronic Mail: The City Councilmember shall provide an email address for work-related use.

City Council emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws.

City Councilmembers must adhere to these email guidelines:

- Never transmit an email that you would not want city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment may be provided as part of the City's email software program.

Instant Messaging: Due to data retention concerns, the City does not provide City Councilmembers with resources or tools to communicate by instant messaging (IM) when conducting City business.

Personal Devices: City Councilmembers may choose to use their own equipment to read or compose email or other City data as governed in this policy. Councilmembers understand that by connecting their personal equipment to the City's server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: City Councilmembers are responsible for maintaining computer/network passwords and must adhere to these guidelines:

Passwords should not be shared or told to other staff.

- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.

Network access: Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-

City-owned equipment be connected to the City's computer network via a network cable.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the City Administrator.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. City Councilmembers may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If a City Councilmember's use of the Internet is compromising the integrity of the City's network, the City Administrator may temporarily restrict that Councilmember's access to the Internet. If the City Administrator does restrict access, he will notify the Councilmember as soon as possible, and work with the Councilmember to rectify the situation.

Data Retention

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with the City Administrator. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator.

City Councilmember signature

I have received and read the above policy and have had an opportunity to ask any questions. I understand that my failure to follow this policy may result in disciplinary action, including revocation of system privileges.

(Print Councilmember Name)

(Councilmember Signature)

(Date)