



P O L I C Y

Department: County Council	Policy No. CC(9)	Page 1 of 2
Policy Title: TABLETS AND E-MAIL USE		

Council Resolution No. C//	Date: 2021	Cross Reference Revised	Effective
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Purpose:

The purpose of this policy is to establish guidelines for the provision and use of tablets and e-mail resources for Council members.

Policy Statement:

Lacombe County recognizes the importance of its Council members, in the performance of their duties, to be able to access information and communicate with each other, County staff and other stakeholders in a timely and efficient manner. In support of this, Lacombe County shall provide each Council member with a cellular-enabled tablet and e-mail resources during their term of office.

Policy Guidelines/Principles:

1. Upon being elected, Council members shall be provided with a cellular-enabled tablet and a Lacombe County e-mail address, subject to their signed acknowledgement of the terms and conditions of this policy.
2. Lacombe County shall bear all costs associated with the provision of tablets and the tablet's monthly cellular data plan fees.
3. Lacombe County staff shall be responsible for:
 - a) selecting the tablet and associated applications;
 - b) setting up the tablet, applications and e-mail service, and
 - c) providing technical support for issues with the tablet, installed applications or e-mail service that are directly related to County business.
4. Council members shall make the tablet available to Lacombe County I.T. staff, if requested, as part of ongoing maintenance of the devices. As per the County's Cyber Security policy, Council members must perform regular software updates to their tablets (commonly known as iOS updates). Lacombe County I.T. staff shall provide training on how to perform these updates to ensure their devices remain up-to-date, secure and free of vulnerabilities.
5. The loss or damage of a tablet shall be reported immediately to the County Manager.
6. Council members may use the tablet and e-mail resources for personal use provided that such use does not result in increased costs to the County and complies with this policy.

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7. Lacombe County shall not be responsible for the loss or corruption of personal information contained on the Council member’s tablet.
8. Acceptable tablet and e-mail uses by Council members are those that conform to Lacombe County’s purpose, vision, mission and key principles, and shall:
 - a) respect and uphold the law, including provincial and federal laws and regulations and the laws of other jurisdictions;
 - b) comply with the County’s stated policies, procedures and standards;
 - c) be used responsibly and for the uses for which they were intended;
 - d) be courteous and follow accepted standards of etiquette; and
 - e) protect others’ privacy and confidentiality.
9. Lacombe County shall not be held liable for Council member’s unauthorized, inappropriate or illegal use of the County’s tablet, installed applications and e-mail resources.
10. Upon expiry of their term of office, Council members shall either return the tablet to the County or purchase the tablet at a buyout price determined by the County. Additionally, access to County information, applications and licensing shall be revoked at that time.

Council Member’s Acknowledgement:

I acknowledge that I have read, understand and agree to comply with this Tablet and E-Mail Use policy as set forth above.

Name

Signature
