

# CITY OF APPLETON ELECTRONIC LAPTOP USE POLICY/AGREEMENT

## Purpose

To enhance access to information necessary to make informed decisions and to achieve operational efficiencies, City of Appleton will provide Council and committee information in electronic format. City of Appleton will provide members of the City Council (User) laptops to retrieve and view this information.

## Policy/Agreement

1. Laptops are provided to Users by the City of Appleton and are intended for City business. Personal use and applications are permitted as set forth below for the purposes of providing Users with a means to become familiar with the operations of the laptops and to encourage everyday usage. Employees shall not engage in illegal activities or use any City of Appleton communication system for any illegal purposes, including initiating or receiving communications that violate any laws or regulations. The City of Appleton will fully cooperate with lawful requests from law enforcement agencies and internal investigations for logs, diaries, data and archives on any computing activities. Users are permitted to use the laptop for de minimis personal use — use that is infrequent or occasional and is use that results in little or no actual cost to the City.  
  
Di minimis personal ~~Personal~~ use is prohibited if done for personal gain or if such use violates a civil or criminal law.
2. Laptops provided to Users pursuant to this Policy/Agreement will only have access to the City's Wi-Fi network.
3. Each person to whom a laptop is provided is the custodian of his own records for Wisconsin Public Record purposes. Information Technology archives City email for the statutorily required seven years. Therefore it is strongly recommended that a City email account be used for all City business. A City email account has been created for each User. Laptop access to a City email account will be provided during initial training. Those that conduct City business using personal email accounts are responsible for archiving those accounts as required by law.
4. The City Information Technology Department (IT) will initially load predetermined settings and applications to laptops. These will include:
  - a. Setup for Wi-Fi access using city Public Wi-Fi access.
  - b. Adobe (or equivalent) application for reading and managing meeting agendas and packets will be installed during initial training.
  - c. Core applications such as Adobe (or an equivalent) will be centrally managed by IT.
  - d. Office 2010, and upgrades, and additional software packages as deemed necessary to fulfill the responsibilities of the position. No user is allowed to apply upgrades beyond Microsoft updates/patches and virus software

updates. Upgrades to laptop operating systems and core applications may affect any personal information that is stored on the laptop.

5. Training shall be provided to Users initially and as needed or requested.
6. Personal use is allowed but backup is the responsibility of the individual User. Any personal information that is stored on the laptops remains subject to Public Records Law. The City of Appleton is not responsible for the loss of personal information while in the process of providing maintenance and upgrades to the laptops operating system or applications. Maintenance by the City will entail wiping the laptop clean and starting over.
7. Public wireless connections should be used with caution and should not be considered secure. Extreme caution should be practiced when sending or receiving confidential or sensitive material.
8. Personal applications are allowed but must be properly licensed and managed by personal accounts. The City of Appleton will not reimburse Users for any applications that the User has personally purchased using a credit card, gift card, store card, PayPal or any other method of personal payment. IT will not provide support to personal applications.
9. Users may choose to use their own personal electronic devices but IT will not provide support. Users who choose not to accept a laptop device of any kind shall be responsible for reproducing City information themselves. The City Clerk will no longer provide printed documents.

## **ACKNOWLEDGMENT**

I acknowledge that I have read and understand the City of Appleton Laptop Use Policy/Agreement and agree to follow the guidelines herein.

I understand and agree that the laptop device remains the property of the City of Appleton. At the end of my tenure, the device shall be returned to City IT within ten business days or I will be billed for the replacement cost (i.e. retail price for comparable unit).

User's Name: \_\_\_\_\_

District #: \_\_\_\_\_

Device Serial #: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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