

TABLET MOBILE IT DEVICE USAGE POLICY

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1. OBJECTIVE

This policy document sets the guidelines for the proper usage of City of Karratha owned and issued tabletmobile IT devices.

This document is an addendum (rider) to the City of Karratha ~~“Conditions of Use for Information Technology”~~ “Conditions of Use of Information Technology” document, referenced by ~~–~~ Council Policy CI-3 ~~“Use of Information Technology Facilities”~~ “Facilities”.

This tabletmobile IT device usage policy is to be read and interpreted in accordance with its governing parent document as stated above.

This document sets out the City’s position on the proper use of its tabletmobile IT devices. The principles underpinning the proper use of tabletmobile IT devices are:

- The use of tabletmobile IT devices is to be consistent with City business operations and the organisational objectives.
- Improper use of the City’s IT facilities (which includes tabletmobile IT devices) will be addressed in accordance with Council Policy CI-3.

2. PRINCIPLES

The purpose of this policy is to provide clear guidance on the issuing and use of City owned tabletmobile IT devices.

1. To ensure that ~~Councillors and~~ Employees understand their obligations in accepting and using City of Karratha provided tabletmobile IT devices.
2. To ensure a consistent policy based approach for City owned tabletmobile IT devices is applicable across the organisation ~~and Council~~.
3. To state that City of Karratha employees ~~and Councillors~~ are accountable for their use of City owned tabletmobile IT devices.
4. To confirm that use of tabletmobile IT ~~–computing–~~ devices must be in accordance with this tabletmobile IT devices usage policy and Council policy CI-3.

2.1 Conditions of Use for tabletmobile IT devices

a) Mobile IT devices include any portable computing or communications device that supports wireless network connectivity and/or hosts voice and/or data applications.

a)b) TabletMobile IT devices will be issued ~~as a “tool of trade” to all Councillors and~~ on a case-by-case basis to select employees whose position and responsibilities are considered and approved ~~by the Chief Executive Officer~~ to require access to a tabletmobile IT device.

b)c) At all times the City issued tabletmobile IT device shall remain the property of the City of Karratha and is subject to this tabletmobile IT device usage policy, Council Policy CI-3 and the Code of Conduct.

e)d) The organisation reserves the right to require the return of a tabletmobile IT device at any time for any reason. If the return of a tabletmobile IT device is requested it must be returned within 24 hours of the request being made.

d)e) ~~Councillors and~~ Employees issued with a tabletmobile IT device are expected to understand the conditions of use, exercise the same care, security and careful use of the tabletmobile IT device as if it were their own property.

- ~~e)f)~~ ~~Tablet~~ Mobile IT devices must not be left unattended in motor vehicles at any time.
- ~~f)g)~~ ~~Tablet~~ Mobile IT devices must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.
- ~~g)h)~~ Malfunctions or any other technical problems with ~~tablet~~ mobile IT devices should be reported immediately by the user to the City of Karratha ~~Information Technology services department~~ Service Desk so that steps can be taken to have the problem rectified by an approved technician as quickly as possible.
- ~~h)i)~~ ~~The organisation has obtained tablet protection plans. This service is for IT equipment investment protection and is used by City IT staff.~~ Under no circumstances is the user of a ~~tablet~~ mobile IT device to organise repairs to a ~~tablet~~ mobile IT device directly with the manufacturer. All problems are to be reported to Information Technology ~~services~~ Service Desk.
- ~~i)j)~~ Lending a ~~tablet~~ mobile IT device to any third party is strictly prohibited.
- ~~j)k)~~ Careless and negligent loss, damage or misuse of a ~~tablet~~ mobile IT device, or any other associated peripheral will result in the City of Karratha taking cost recovery and/or disciplinary action.
- ~~k)~~ ~~Tablets issued to Councillors will come complete with organisation paid Internet download capacity and access. The specific amount of download capacity assigned to a tablet is generous and will be advised at the time the tablet is issued. Where data use exceeds the download capacity available per month the user shall be liable for the cost of the additional download amount above the capacity threshold. This excess amount will need to be reimbursed within 30 days of being advised of any such debt by Council staff.~~
- l) Specific ~~tablet~~ mobile IT device software applications (Apps) will be installed prior to provisioning as part of the City standard operating environment to ensure appropriate business functionality levels and a consistent ~~tablet~~ mobile IT device fleet capability.
- m) Some configuration and security restrictions will be in place to facilitate ~~tablet~~ mobile IT device device fleet management, ensure City of Karratha network and systems integrity and protect the end user. These settings will be in accordance with industry good practice, policies and procedures.
- n) Apps will be updated and refreshed from time-to-time to ensure the most appropriate Apps are installed, up to date and running properly to meet the business functionality requirements.

2.2 Records Management Procedures

All emails sent from a ~~tablet~~ mobile IT device are subject to the same records keeping requirements as hard copy documents. Users are to ensure that emails are managed according to the City's Records Keeping Plan, State Records Office guidelines and in accordance with internal records procedures. Emails that constitute a record are to be ~~sent to the Records Officer or the relevant administration officer for registration~~ registered into the City's electronic records management system.

2.3 Legal Obligations

~~Tablet~~ Mobile IT device users should be aware that electronic mail from the City of Karratha is analogous to a letter printed on a City letterhead and therefore is subject to the same legal, and records management obligations as letters sent by conventional mail.

In particular, users should be aware that electronic documents and emails are subject to Freedom of Information legislation and electronic discovery.

2.4 Software Licensing

City of Karratha ~~Councillors and~~ Employees shall only use software that has been approved by the Information ~~Technology Systems Department that has been legally obtained ~~and installed~~ by the City of Karratha. City of Karratha users shall not install Apps ~~on to any mobile IT device other than a mobile phone or any software that has not been approved.~~~~

~~City of Karratha mobile phones are semi-managed and as such City of Karratha mobile phone users may install Apps for personal use onto their mobile phone using their own Apple ID, maintaining adherence to the Conditions of Use of Information Technology Facilities.~~

Recommendations for new Apps to be installed that may improve efficiencies and productivity for all ~~tablet/mobile IT device~~ users should be emailed to Information Technology Services for assessment in accordance with business requirements.

~~2.5~~ **Acceptable Personal Use of tablets (Councillors Only)**

~~While tablets are provided for City Councillor business purposes, limited personal use is permitted to enable Councillors to add their personal email account to the tablet for personal email use.~~

~~Tablets and the associated Telstra Internet data access service plans are provided for Councillor business use. Should a Councillor request to connect and load their personal email onto the tablet, the City will apply a fair use policy as referred to in section 2.1 of this document.~~

~~2.6~~**2.5** **Acceptable Personal Use of ~~tablet/mobile~~ IT devices (Employees)**

Staff are not permitted to add their personal email accounts to a ~~tablet/mobile IT device~~.

~~While IT facilities are provided for City business purposes, limited personal use is permitted. Acceptable personal includes, for example, the preparation of lost and found notices or messages dealing with social activities such as the results of staff events and functions. Personal messages will not be afforded any priority treatment or consideration.~~

~~Personal use of City IT facilities must not interfere with core business operations, and accordingly the City may choose to set limits on acceptable personal use. This stipulation applies equally to all IT facilities.~~

~~Information entered on any City office tablet, or recorded on any City office computer or storage system, becomes the property of the City of Karratha. This includes information of a personal kind. The City reserves the right to access any part of its IT facilities, for any purpose, even if a person has recorded personal information on it. The City may choose to copy or delete personal messages. It also reserves the right to disclose personal messages for the purpose of addressing suspected violations of this policy or any legislative requirements.~~

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. ~~Elected Members and~~ Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. ROLES AND RESPONSIBILITIES

~~The~~ **Chief Executive Officer (CEO)** ~~is~~ **Managers** are required to:

- Ensure as far as practicable, that ~~Councillors and~~ staff are aware of adopted policy CI-3 "Use of Information Technology Facilities" and this addendum document "~~Tablet/Mobile IT device~~ Usage Policy".
- ~~Exercise or delegate responsibilities by addressing~~ **Respond to** breaches and non-compliance.
- Approve those employees who may subject to the operational requirement be permitted to use ~~tablet/mobile IT devices~~ for their ordinary work.

~~Councillors and~~ **Employees** are:

- Responsible for the proper use of the City's ~~tablet/mobile IT devices~~ and are expected to familiarise themselves with the responsibilities associated with these IT facilities.
- Required to ensure that ~~tablet/mobile IT devices~~ under their control are protected from theft, damage, loss, unauthorised access and any other form of abuse or improper use.

5. REFERENCES TO RELATED DOCUMENTS

- Council Policy CI-3 "Use of Information Technology Facilities"
- [Code of Conduct](#)
- [Tablet Conditions of Use Agreement \(Attachment\)](#)

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Responsible Officer:	Manager Information Technology Systems

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.