

## Town of Essex Selectboard Computer Use Policy

**The Town of Essex Selectboard Computer Use Policy applies to Selectboard members as they use Town-issued computer devices for the purposes of conducting Town business. All Selectboard members will be issued a Town computer. The goal of the policy is to ensure that these devices are used and maintained appropriately.**

1. **Orientation** - Prior to having access to assigned devices Selectboard members must receive training on use of the device from the Town IT Department staff.
2. **Agreements** - Board members must read and sign a Town of Essex Electronic Communication and Computer Use Agreement and the Selectboard Computer Use Agreement before taking possession of Town assigned computer devices.
3. **Ownership** - Assigned devices are Town property and the Town reserves the right to recall, inspect, repair, replace, or service the device when needed. Selectboard member do not have an expectation of privacy on Town-issued devices.
4. **Software** - Only software approved by the Town IT manager or the manager's designee will be installed on assigned devices. Users shall not uninstall, deactivate, or shut off any software designed to protect the device, including antivirus software, Mobil Device Management, etc.
5. **Assistance** - Requests for assistance or help shall be submitted through the Town IT Help desk system. Selectboard members will be trained in use of the IT Help desk system.
6. **Access to Selectboard meeting packets** - The Manager's Office will post Selectboard packets to an internet-accessible, shared storage location. When packets are ready, the Manager's Office will notify Selectboard members via email of packet availability. Selectboard members can then download the meeting packet from the shared storage location. Members wishing to have paper copies of the packet must print their own materials or notify the Manager's Office that they would like a paper packet, which must be picked up by the Selectboard member at 81 Main St. Packets printed by the Manager's Office will not be collated.
7. **Submission of materials for packets** - Selectboard members who wish to include electronic materials in the Selectboard packet must submit the materials to the Manager's Office by noon on the Thursday prior to a meeting.
8. **Confidential materials** - Selectboard packets distributed to Selectboard members may contain confidential materials. For this reason, Selectboard members shall not share their access to Selectboard packets or materials. Public versions of Selectboard packets that do not contain confidential materials will be posted to the Town website and elsewhere for public consumption, as needed.

9. **Use and conduct during meetings** - During board meetings, Town-issued computer devices, as well as cell phones or other electronic, hand-held devices, shall only be used for purposes related to the meetings. (Town devices will be able to access the Town of Essex website, Village of Essex Junction website, and shared storage locations for access to documents relative to the meeting.)
10. **Use of Devices** – Town issued devices are not to be used by anyone other than the assigned Selectboard member or Town staff. Users shall not use issued devices to visit external web sites, conduct web searches, or communicate with others during Board meetings. The use of devices for any political activities or solicitations is prohibited. Political activities are defined for the purpose of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or party, which seek to influence the election of candidates to Town of Essex offices.
11. **Public Records** – Selectboard members shall understand that materials, records, and documents on Town-issued device may be subject to Vermont’s Open Meeting Law (1 V.S.A. § 310-314) and Public Records Law request (1 V.S.A. § 315-320).
12. **Use and Care** – Selectboard members shall adhere to the following guidelines when in possession of a Town-issued computer device:
- a. Treat Town-issued equipment with as much care as if it were your own property.
  - b. Keep the computer stored in a secure place when you cannot directly monitor it.
  - c. Avoid use in situations that are conducive to loss or damage.
  - d. Avoid leaving the computer in environments with excessively hot or cold temperatures.
  - e. Read and follow general maintenance notices from the Town IT department.
  - f. Computer screens can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost more than \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.
  - g. Do not touch the computer screen with anything other than your finger, a stylus, other approved touchscreen devices, or approved computer screen cleaners.
  - h. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
  - i. Never leave any object on the keyboard. Items left on the keyboard are liable to crack the screen when the lid is closed.
  - j. Always transport the equipment within the case provided or approved by the Town.
  - k. Electronic equipment shall be turned fully off before returning them to the carrying case.
13. **Device Updates** - System updates will occur automatically when assigned devices connect to the Town computer network. Selectboard members are encouraged to show up at least 10 minutes before meetings to allow the devices enough time to complete any updates. IT staff may initiate maintenance remotely when needed.

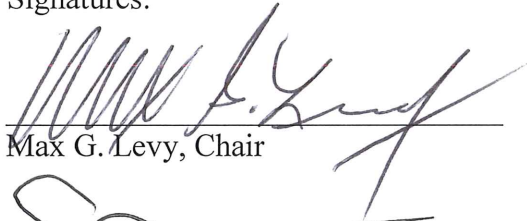
14. **Damage or Theft** - Broken, stolen, or lost devices must be reported to the Town IT Department within 24 hours. Selectboard members will also be required to complete and submit a Town Incident Report form, providing details of the incident, within two business days. Reports are required for insurance purposes and for any possible Police Department investigations. The faster the report is made to the IT Department the better the possibility of recovering the lost or stolen device.


15. **Violations of use** - If a Selectboard member violates this policy, the Selectboard shall respond to the violation in executive session to evaluate and/or discipline a public official in accordance with 1 V.S.A. § 313(3) and 1 V.S.A. § 313(4). Upon a second offense, the Selectboard shall again respond to the violation in executive session; if 80 percent of the board so desires, the Selectboard may choose to publicly censure the member for violating the Selectboard Computer Use Policy.

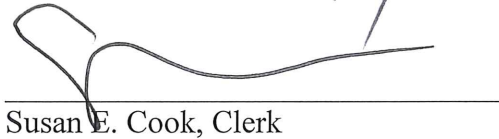
16. **End of Selectboard tenure** - Selectboard members who leave the board for any reason shall return their devices to the IT Department within 48 hours of leaving the board.

Signatures:

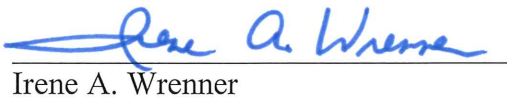
Date: October 24, 2017

  
\_\_\_\_\_  
Max G. Levy, Chair

  
\_\_\_\_\_  
R. Michael Plageman, Vice Chair

  
\_\_\_\_\_  
Susan E. Cook, Clerk

\_\_\_\_\_  
Andrew J. Watts

  
\_\_\_\_\_  
Irene A. Wrenner

Adopted 10/16/17.

## Selectboard Computer Use Agreement

I have completed Town computer device training with the Town IT Department on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. I have read the Town Selectboard Computer Use Policy and I agree to use the device according to the Policy and agree to return the device upon the completion of my tenure on the Selectboard.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date