

RESOLUTION NO. 47-2020

**A RESOLUTION ADOPTING A NEW POLICY FOR
VILLAGE OFFICIAL TABLET COMPUTER USE**

WHEREAS, the Council of the Village of Loudonville believes it is in the best interests of the Village for certain Village officials to be provided Apple iPad tablet devices to promote better organization, communications, and reduced physical contact in light of Covid-19 concerns; and

WHEREAS, the Council of the Village of Loudonville desires to govern the issuance and use of those iPads.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF LOUDONVILLE, STATE OF OHIO:

SECTION 1: The Council of the Village of Loudonville does hereby approve and adopt the Loudonville Village Council Electronic Device Policy attached hereto and does instruct the Fiscal Officer of the Village to implement it in all Village procedures.

Dated: _____

Stephen Stricklen, Mayor

Attest:

Elaine B. Van Horn, Fiscal Officer

Thomas R. Gilman, Village Solicitor

LOUDONVILLE VILLAGE COUNCIL ELECTRONIC DEVICE POLICY

- A. Purpose: The Village of Loudonville has elected to provide the Mayor and Village Council members with Apple iPad tablet computer devices (“iPads”) to improve organization and communication in Village governance. The iPads will remain the property of the Village and may only be used in ways consistent with this Policy. By accepting delivery of an iPad from the Village, the accepting official agrees to be bound by the terms of this Policy.
- B. Issuance and Ownership of iPads: All iPads issued to Council members and other officials shall remain the property of the Village of Loudonville and must be returned to the Village of Loudonville immediately upon request of return or end of the Council member’s/official’s term as an elected official. If any individual fails to return an iPad as set forth above, the individual shall be held responsible for all charges incurred after the device was to be returned, as well as all costs associated with the cancellation of the device and any contract associated therewith.
- C. Care and Maintenance of iPads: Council members and other officials shall take reasonable steps to maintain and care for any iPad issued to the employee. This shall include familiarizing themselves with regular maintenance procedures, reviewing the owner’s manual, and requesting guidance for care from the Village Administrator. In the event that an iPad has been lost, stolen, or damaged the official will report the matter to the Village Fiscal Office immediately. Officials shall not attempt to repair damaged or malfunctioning iPads.
- D. Use of iPads: Village-owned iPads are provided for Village business. They are not intended for personal use. Village-owned iPads may not be used for:
- a. Use in the official’s civilian employment and/or other uses for personal financial gain.
 - b. Uses that are violations of Ohio or federal laws or local ordinances.
 - c. Telecommunications that are anonymous or in which the user provides false identification information.
 - d. Sending or receiving text messages.
 - e. Sending or receiving any telecommunications messages that cannot be saved, archived, searched, and retrieved for compliance with Ohio public records laws.
 - f. Use by any person who is not a Village official.
 - g. Use on third party wifi systems to which the official does not have permitted access.
 - h. Uses that are fraudulent, harassing, threatening, obscene, or illegal.
 - i. To obtain intellectual property to which the official does not have legal rights to possess.
- E. Damage: Council members and other officials who are provided iPads shall be responsible for the repair and/or replacement of an iPad that is damaged or destroyed as a result of the actions or negligence of the official.