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<b>Corporate Plan:</b>	N/A
<b>Classification:</b>	<i>Executive &amp; Corporate Services – Elected Members – Elected Member Electronic Communication and Ipad Policy</i>
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<b>Responsible Officer(s):</b>	<i>Chief Executive Officer</i>
<b>Council File Reference:</b>	<i>Council Policies (P)</i>
<b>Applicable Legislation:</b>	<i>Nil</i>
<b>Relevant Policies:</b>	<i>Statutory Code of Conduct Elected and Committee Members Policy, Records Management – Elected Members</i>
<b>Related Procedures:</b>	<i>This Policy is <b>not</b> subject to Public Consultation</i>
<b>Delegations:</b>	<i>Nil</i>

## 1. Purpose of this policy

Council makes its electronic communication systems available to Elected Members to enable efficient sharing and exchange of information in the pursuit of Council's goals and objectives.

The purpose of this policy is to ensure the proper use of Council supplied iPads and electronic communication systems by Elected Members for their intended purposes without infringing legal requirements, Council policies or creating unnecessary business risk.

## 2. Equipment

- The Berri Barmera Council retains sole right of possession of the iPad and related equipment.
- The iPad will be issued to Elected Members according to this policy.
- The Berri Barmera Council's Software Administrator retains the right to collect and/or inspect the iPad at any time and to alter or add installed software or hardware.

## 3. Personal use

iPads and electronic communication facilities are primarily provided for Council's business use. Members have made a commitment to community service and are bound by ethical and legal requirements of honesty and probity in their conduct. These requirements also apply to the private use of the Council's facilities and services. As such, reasonable personal use of iPads and electronic communication facilities is permissible.

Personal use must be:

- appropriate,
- lawful,
- efficient,
- proper,
- ethical, and
- in accordance with any Council direction or policy.

Personal use:

- should not involve, but are not limited to, activities that might be questionable, controversial or offensive, including gambling, accessing chat lines/rooms, transmitting inappropriate jokes or sending junk programs/mail;
- does NOT extend to sending non-business related written material to any political organisation;
- must not disrupt Council electronic communication systems; and
- should not interfere with the Elected Members duties and responsibilities

Misuse can damage Council's corporate and business image, and intellectual property generally, and could result in legal proceedings being brought against both Council and the user.

All iPads are provided with access to the internet via a 4G iPad plan. The allocated data on these plans is viewed as being sufficient for use for Council needs.

#### **4. Security & confidentiality**

As the information that is stored, sent and received on Elected Members iPads contains information of a confidential nature, it is the responsibility of the Elected Member to ensure that confidentiality is retained.

- It is suggested that the iPad is only used by the Elected Member to ensure that confidentiality is maintained.
- Information supplied to Elected Members on iPads should be considered confidential information and not be divulged without authorisation.
- Users are expected to treat electronic information with the same care as they would paper-based information, which is confidential.
- All such information should be kept secure and used only for the purpose intended.
- Information should not be disclosed to any unauthorised third party.
- It is the responsibility of the user to report any suspected security issues.

Elected Members should be alert to the fact that sensitive or personal information conveyed through electronic communication facilities cannot be guaranteed as completely private. The potential exists for sensitive information to be read, intercepted, misdirected, traced or recorded by unauthorised persons unless it has been encoded or encrypted. Such practices are normally illegal, but there can be no expectation of privacy.

#### **5. Personalisation of iPads**

iPads are provided to Elected Members with sufficient software to carry out official duties, receive information and undertake research on Council matters. Elected Members are allowed to sync their assigned iPad to their own iTunes account which will allow them to update and customise the iPad by installing other software, adding files (such as photos and music) to the device. They must, however; ensure that software required for official duties remains on the iPad. If software for official duties is required to be purchased, the Elected Member may submit a tax invoice to Council for reimbursement. Secondary email accounts may be set up on the iPad but this must not affect, in any way, access to the Council's email account.

Updates for licensed software/apps are available from time to time. Elected Members who do not sync their iPads to their own iTunes accounts will be required to pass their iPads back to be updated to ensure their iPads are running as efficiently and effectively as possible.

#### **6. Passwords and password confidentiality**

Elected Members are strongly urged to implement a Passcode Lock on their iPads which will assist with keeping information stored on the iPad safe.

Elected Members are not permitted to interfere with any passwords. It is prohibited for any one to:

- share their password/s with others
- hack into other systems;
- read or attempt to determine other people's passwords; or
- breach computer or network security measures

You may be required to disclose your password/s to the System Administrator upon request.

#### **7. Identification of sender**

No e-mail or other electronic communication may be sent which conceals or attempts to conceal the identity of the sender

#### **8. Inappropriate / unlawful use**

The use of Council's electronic communications system to make or send fraudulent, unlawful or abusive information, calls or messages is prohibited. Elected Members who receive any threatening, intimidating or harassing telephone calls or electronic messages should immediately report the incident to the CEO.

Any Elected Member identified as the initiator of fraudulent, unlawful or abusive calls or messages may be subject to disciplinary action, including under the relevant Code of Conduct, and possible criminal prosecution.

Inappropriate use includes (but is not limited to):

- use of Council's electronic communications facilities to intentionally create, store, transmit, post, communicate or access any fraudulent or offensive information, data or material including pornographic or sexually explicit material, images, text or other offensive material;
- gambling activities;
- representing personal opinions as those of the Council; and
- use contrary to any legislation or any Council policy.

Use of Council electronic communication facilities must NOT violate Federal or State legislation or common law. It is unlawful to transmit, communicate or access any material, which discriminates against, harasses or vilifies colleagues, Elected Members or members of the public on the grounds of-

- gender;
- pregnancy;
- age;
- race (nationality, descent or ethnic background);
- religious background;
- marital status;
- physical impairment;
- HIV status; or
- sexual preference or transgender.

## **9. Use of E-mail**

Any opinions expressed in E-mail messages, where they are not business related, should be specifically noted as personal opinion and not those of the Council.

In addition to inappropriate/ unlawful use mentioned above, E-mail is not to be used for:

- non-business purposes – i.e. “junk mail”;
- sending or distributing “chain letters”, “hoax” mail or for other mischievous purposes (spam). Only business related subscriptions are permitted;
- soliciting outside business ventures or for personal gain;
- distributing software which is inconsistent with any vendor’s license agreement; and
- unauthorised accessing of data or attempt to breach any security measures on the system, attempting to intercept any data transmissions without authorisation.

## **10. Monitoring & breaches**

- Council may monitor, copy, access and disclose any information or files that are stored, processed or transmitted using Council’s electronic communication facilities.
- Such monitoring will be used for legitimate purposes only (such as legal discovery) and in accordance with any relevant legislation and/or guidelines.
- Elected Members who violate any copyright or license agreements are acting outside the scope of their roles, and will be personally responsible for such infringements.
- Elected Members who do not comply with this policy may be subject to disciplinary action and subject to criminal or civil proceedings. Elected Members should report breaches of this policy to the CEO.

## **11. Records Management**

Elected Members are required to adhere to the Records Management – Elected Members Policy requirements to ensure they meet both legislative and legal requirements associated with retaining official records. Any records created, sent, received or forwarded in the performance of their functions and duties may be classified as an official record. Records that are transitional, personal or private in nature will fall outside of the definition of an official record.

***Electronic version on the Intranet is the controlled version.  
Printed copies are considered uncontrolled.  
Before using a printed copy, verify that is the current version.***