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Use of Village iPads		
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No.29 for the purpose of establishing guidelines for the use and care of Village owned iPads and related accessories and technology.

The Village of Shorewood, in an effort to reduce the cost of printing and reduce negative environmental effects, will use Apple iPad tablets equipped in place of traditional printed copies of Village Board agenda packets. For that intended purpose, the Village will provide for this effort by adhering to the policies herein. Use of the iPad is for the Village Board of Trustees, the Village Manager and other Village Staff as directed by the Village Manager. Any exceptions to this policy must be approved by the Village Board of Trustees. The Village President and Village Trustees may be provided printed materials upon request.

Research, Purchasing and Provisions

The Village will provide iPads, accessories and related technology to Village Trustees, the Village Manager and other Village Staff as directed by the Village Manager or designee. The Village Manager or designee will be responsible for the research and purchase of all iPads, accessories and related technology. This may include any and all contracts for service and/or training from outside vendors.

Software purchases, downloads and upgrades are to be researched and recommended by the Village Manager or designee. Village iPad users will be responsible for downloading their own approved Software programs from the Apple Store using their own accounts, but will be provided with a gift card from the Village to subsidize associated costs. iPad Users may download free apps to the device for testing and teaching purposes. This will be done through the user's own Apple Store account. Good judgment shall be used in determining when an app should be downloaded. Staff members are encouraged to share information on valuable apps to others.

Service requests due to software or hardware malfunctions will be handled by the Village Manager or designee. The User is to coordinate pick-up or drop-off of the iPad, accessory or related technology item with the Village Manager or designee who will then synchronize service.

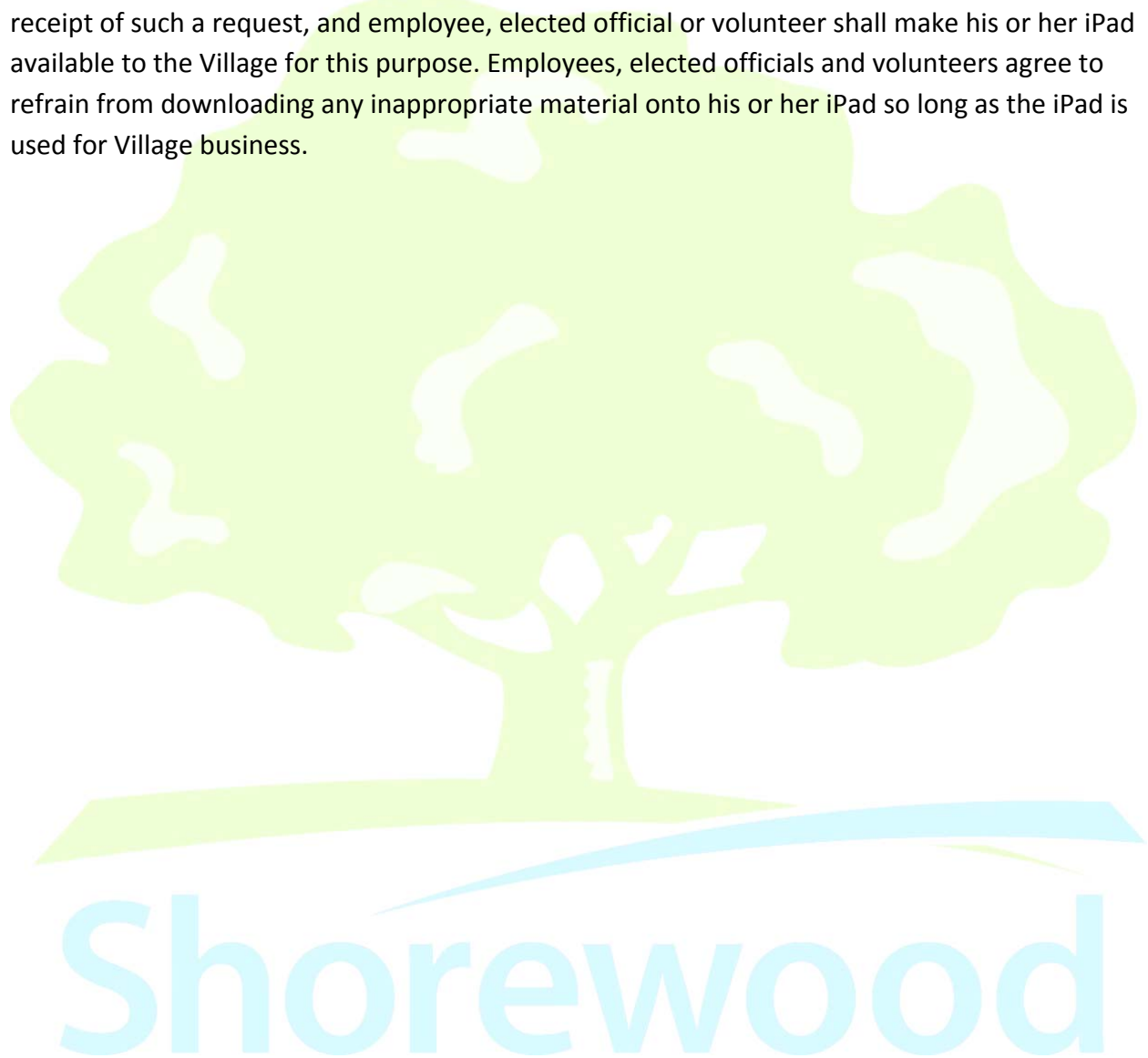
Use of the Camera

The iPad comes equipped with front and rear facing cameras with appropriate apps for their use. The rear camera can be used for regular photo taking of events in and around the Village. Photos that are taken go into a "Photos folder" on the iPad. You may use iTunes to retrieve the

photo or they can also be emailed to the appropriate account. Photos are to be Village related or work related in nature. The iPad shall not be used for personal photo taking or sharing.

Public Records Law

The requirements of the Public Records Law and/or litigation discovery can apply to content located on the iPad so long as the iPad is used by employee, elected official or volunteer to transact Village business. The Village may be required to disclose the content thereon upon the receipt of such a request, and employee, elected official or volunteer shall make his or her iPad available to the Village for this purpose. Employees, elected officials and volunteers agree to refrain from downloading any inappropriate material onto his or her iPad so long as the iPad is used for Village business.



*Adopted March 2, 2015