COUNCIL COMPUTER EQUIPMENT

SCOPE: Councillors

PURPOSE:

This policy defines the process for the provision of computer equipment and related equipment to Town of Nanton Council Members for Town use. The intent is to provide Council with the technology tools to conduct Town business without having to utilize personal equipment, and to receive and send information, which will reduce paper and photocopying costs.

POLICY:

To facilitate electronic Council agenda distribution and other electronic business, each Member of Council will receive, from the Town of Nanton, to use during their term of office, a computer and related supplies (power cords, cases, flash drives, etc.). The computer will include software as specified by the Town to perform Town business.

PROCEDURES:

1. The Town of Nanton of Nanton will, upon the beginning of each new term of Council after a General Municipal Election, supply one laptop or tablet computer ("computer") for Town purposes to each Council Member.

2. Each Member will be assigned an email account specifically to be utilized for Town business only, to be accessible on their individual computers.

3. The equipment supplied by the Town shall comply with the operating requirements of the current Town of Nanton hardware and software applications.

4. All computer equipment will remain the property of the Town, unless purchased by the Council Member in accordance with this policy.
    *   All software provided will remain the property of the Town and will be removed before purchase of the equipment by a Council Member.
    *   Any software, email messages or files downloaded via the Internet into the computer becomes the property of the Town and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights.
    *   If technical difficulties occur or illegal software is discovered, the computers will be remotely wiped clean and restored to factory default. The Town does not accept responsibility for the loss of any software, electronic content or documents deleted due to a remote wipe and restore.
    *   The software and applications installed by the Town of Nanton must remain on the computers in usable condition and be readily accessible at all times

REFERENCE: 11-120-140407
REPLACES POLICY: N/A

- From time to time, the Town may add or upgrade software applications for use by Council Members; in such cases, the Members may be required to check in their computer with the Information Technologists for periodic updates and synching. Council Members should report any malfunction in software and applications to the IT staff.

5. Computer equipment supplied by the Town will be configured with the software required for Town business for use during the Council Member's term of office. This may include the following or current equivalents or requirements at the time of purchase:
   a) Basic Microsoft Office Suite (MS Word, Excel, PowerPoint)
   b) Adobe Reader
   c) Anti-virus protection
   d) Remote access program

6. Upon the end of a Council Member's term, the Member may:
   - return the equipment to the Chief Administrative Officer.
   - or retain the equipment and a non-cash benefit equivalent to the fair market value of said equipment will be charged thru the regular payroll.

   Note: Upon return of the computer to the Town, and following the preparation of any appropriate backup files, the computer will be wiped clean of any and all information.

7. Should a Council Member be re-elected after a General Municipal Election, that Member will receive a new computer, with related equipment, at the beginning of that term.

8. The Town assumes no responsibility for communication charges.

9. The Town will be responsible for providing a reasonable amount of related supplies on a regular basis.

RESPONSIBILITY:

Each Council Member is responsible for:

- Obtaining their own email address from the Information Technology staff of the Town of Nanton, assigned to them at the beginning of their term of office.
- Operating the computer (training will be provided by Town staff, if required).
- Securing the computer against damage or loss or breach of security and reporting any equipment problems (i.e. virus software reports, erratic software behavior, etc.), damages or loss to the Chief Administrative Officer.
  If, due to the Member's misuse or neglect, the computer is damaged, stolen or lost, the Member shall pay the repair or replacement value. The Chief Administrative Officer will determine whether a device will be repaired or replaced.
  Note: If the Council Member does not wish to pay for stolen, lost or damaged computers, he or she may choose to forego the use of a Town computer for the remainder of their term.

- Back up of any information saved to the individual computer, which was not provided by Town staff.
- Use of the computer equipment, as intended, by the Council Member, for Town business.
- Returning the computer and equipment to the Chief Administrative Officer when the Member's term of office is completed, or notify the CAO that they are retaining the equipment.
- Maintain awareness and compliance with the Town of Nanton's Internet Access Policy, Communications Policy and Electronic Equipment Policy, in the use of the computers.
- Each Council Member must be cognizant that they do not have any personal privacy right in any matter created, received, stored in, or sent from any computer purchased by the Town of Nanton which is intended for Council business. The Town of Nanton reserves the right to inspect any and all files stored on Council Member computers in order to ensure compliance with this Policy, as well as the Alberta Freedom of Information and Protection of Privacy Act and Regulations.
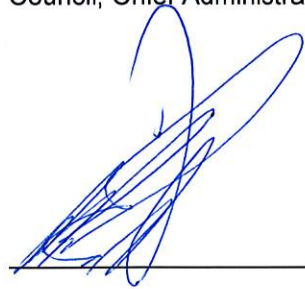
The Director of Corporate Services and the Information Technology (IT) support staff are responsible for determining the fair market value of the equipment. FMV will be determined based on an average of three retail sources for like used equipment and/or a percentage of useful life remaining in the equipment.

The IT staff is responsible for supplying the equipment, installing and removing software, and maintaining the equipment.

The Chief Administrative Officer is responsible for coordinating issuance, receiving reports of damage/loss and coordinating repair/replacement, and providing related office supplies.

Distribution:

Council, Chief Administrative Officer, Director of Corporate Services and IT support staff.

_____   _April 8, 2014_

MAYOR   Date

_____   _9 - Apr - 14_

CHIEF ADMINISTRATIVE OFFICER   Date