

Councilperson iPad Policy

All Councilpersons are required to adhere to the following policy regarding the Parma Council iPad(s):

Parma Council iPads:

A Parma Council iPad (PCI) is defined as an iPad purchased by the City and given to a Councilperson for Council matters.

The PCI is the property of the City of Parma and must always be treated in this manner.

Councilperson agrees to the following actions regarding the PCI:

- Councilperson will not use the PCI for personal use such as personal emails, personal instant messages, personal web browsing, etc.
- Councilperson will report Loss or Theft of the PCI to the Clerk of Council immediately.
- Councilperson will take all reasonable measures to ensure the physical and digital security of the PCI including:
 - Keeping the PCI in a secure location when it is not in use.
 - Changing the password if necessary.
- Councilperson will immediately bring the PCI to the Clerk of Council in the event it is damaged and/or needs repair. In no event shall Councilperson bring the PCI to any other party for repair.
- Councilperson shall be responsible for any damages to the PCI caused by Councilperson's unreasonable care of the PCI.
- Councilperson understands all information on the PCI is subject to City of Parma's Public Records policy and Record Retention Schedule. Councilperson further understands that said information is subject to the State of Ohio Public Records law.
- The PCI and all of its contents belong to the City of Parma. In the event of a subpoena, the PCI and all of its contents shall be subject to inspection.
- The PCI is intentionally not equipped with a data plan. No data plan shall be installed unless and until this policy is amended.
- The PCI must be returned to City upon the expiration of Councilperson's term.

Acknowledgment: I acknowledge that I have received a written copy of the City of Parma Councilperson iPad Policy. I understand the terms of this policy and agree to abide by them.

PCI Serial No.: _____

Printed Name: _____ **Date:** _____

Signature: _____