

Council Computer Policy

Adopted by the Common Council June 9, 2009

In an effort to reduce printing costs and improve the Common Council's ability to have the best tools to do their jobs, the Common Council adopts the following policy:

Council members will be issued an Acer Netbook computer (or comparable brand) at the beginning of their term of office. Computers will be issued only one time per three-year term. If a Council member does not fulfill their initial three-year term they will be required to return the Netbook computer in acceptable working condition.

1. The computer will become the property of the Council member.
2. The computer is intended to be a tool provided to the council member for the purpose of agenda and packet distribution.
3. The City will no longer provide paper copies of agenda's or packets to Council members. Council members will receive an email notifying them that agenda's are ready for download and will contain a link to the agenda and packet materials. Council members will be required to download agenda's and packet materials from the City's documents storage website:

www.stoughtoncitydocs.com

If the Council member does not have access to the document storage website the materials will be downloaded on a flash drive and made available to the Council member. Special needs will be accommodated at the Council Members request.

4. Computer maintenance is the responsibility of the Council member. If the computer is damaged or lost, it is the responsibility of the council member to repair or replace the computer at his or her own expense.
5. The same rules which apply to record retention for other Governing Unit electronic devices will apply. As a general rule, what is downloaded on this electronic device will apply to the public records laws.
6. Policies on Council Conduct, Electronic Communication and Ethics are applicable to the use of the netbook computer. An attachment containing more information on these policies is included and becomes part of this document.

I have read the Council Computer Policy, accept the Netbook computer and agree to abide by the policy.

Signature

Date