



Stoughton Utilities

600 South Fourth Street
P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Stoughton Utilities Portable Electronic Device Policy

To better serve our customers and give our workforce the best tools to do their jobs, Stoughton Utilities (SU) continues to adopt and make use of new means of communication and information exchange. To accomplish this goal, SU may distribute various portable devices to staff when deemed necessary and appropriate, and encourages the full and frequent use of these devices. Such portable devices may include, but are not limited to, laptop computers, cellular telephones (“smart phones”), and/or tablet computing devices.

Employees of SU should remember that electronic media and services provided by SU remain SU property and their purpose is to facilitate and support Utility business. No expectation of privacy in regards to use of SU’s electronic communication systems should be expected by the employee in any respect related to accessing, transmitting, sorting or communicating information via the system. In addition, no expectation of privacy in regards to use of SU’s portable electronic devices should be expected by the employee in any respect related to content accessed, messages sent or received (including, but not limited to, text messages, emails, and instant messages), calls sent or received, or data and files stored on the device.

This policy cannot lay down rules to cover every possible situation. The purpose of this policy is to express SU’s philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is SU’s intent to ensure the portable electronic devices are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of SU.

Acceptance and use of any SU issued portable electronic device must remain in conformance with the following:

1. The portable electronic device shall remain the property of SU.
2. Determination of whether an employee is granted a portable electronic device shall be made by the Utilities Operations Superintendent. The Utilities Operations Superintendent may revoke device privileges at any time.
3. The portable electronic device is intended to be a tool provided to employee primarily for the purpose of SU related business and communications. If the device is carried outside of normal business hours, appropriate personal use is allowed, provided it doesn’t interfere with the intended business purposes of the device.
 - a. Reasonable charges for cellular phone calls shall be covered by SU. Reasonable charges may include local and long distance calls, however shall not include international, premium rate (“900” number), or flat-fee calls, nor shall it include any subscription services.

- b. Text messaging charges shall be the employee's responsibility unless shown to be specifically related to SU business.
4. Device maintenance shall remain the responsibility of SU, and shall be completed at SU's expense and discretion. If the device is damaged, lost, stops operating, or experiences performance/quality issues, Stoughton Utilities may repair or replace it at the Utilities' expense. Third party software purchased and installed by SU shall be supported and maintained by SU.
 - a. Routine maintenance such as cleaning and file maintenance will remain the responsibility of the employee.
 - b. If damage or loss is determined to be a result of employee negligence, SU may revoke the employee's device privileges and may opt to not repair or replace the device.
 - c. Third party software unrelated to intended business use may be installed and used on the portable device at the employee's expense; however such software shall not be supported or maintained by SU. If device privileges are revoked, refunds shall not be provided for such software.
 5. The same requirements that apply to record retention for other SU electronic devices and communications shall apply to this device. As a general rule it should be assumed that what is downloaded, sent, received, or transmitted on this electronic device shall be subject to the public open records laws.
 6. Policies regarding City of Stoughton Electronic Communication & Information Systems are applicable to the use of the portable electronic device. This policy has been provided to and agreed upon by the employee at the start of employment, as well as following modification. An attachment containing more information on these policies is included and becomes part of this document.
 7. Upon revocation of portable electronic device privileges or upon the end of employment, SU shall release the rights to cellular phone numbers at the employee's request, provided the number is unpublished, not shared between two or more employees, was also used for personal communication outside of business hours, and that such request is made within 48 hours.
 8. Upon the end of employment with SU, employees shall immediately return any issued portable electronic devices to Stoughton Utilities. At its discretion, SU may extend an offer to allow the employee to purchase the device at appropriate market value.

Employee Signature

Date

Utilities Operations Superintendent Signature

Date

Approved by the Stoughton Utilities Committee on January 17, 2012

Approved by the Stoughton Common Council on February 14, 2012