

**City of Chelsea
City Tablet Use Policy**

Policy

The City of Chelsea will purchase and distribute tablet devices to certain City employees and elected officials based on position requirements and need. Each tablet purchased will be assigned to a specific employee. The tablet id will be tracked as equipment issued through the City's human resource system.

Each employee or elected official will be required to review and sign this policy indicating their understanding of the expectations and duty of care associated with the use of the City device.

Employee & Elected Official Device Responsibilities

Once having reviewed the following responsibilities and signed this form signifying your understanding of these responsibilities, _____ will be assigned City of Chelsea tablet device _____.

- This tablet is the property of the City of Chelsea and should be used only for use in performing the responsibilities of your assigned duties to the City of Chelsea.
- You are responsible for maintaining a secure password for this tablet and providing the password and any password updates to the City's IT Administrator for safe-keeping (734-475-1771, X209).
- You are not authorized to purchase applications for this device or for downloading free applications to this device unless such applications are approved by the City Council and, where necessary, purchased through the City's standard purchase and approval process. Jailbreaking—that is, accessing the operating system to bypass security controls—of any kind is strictly prohibited.
- There will be only one local administrator (for example, Apple ID) account for the City device. The employee should not create separate user ids for the device.
- The City IT Administrator, Administrative Director and City Clerk are the only persons authorized to access the local administrator account to apply updates to the devices and download required applications.
- It is your responsibility to maintain the physical safety and security of this device while in your care. If lost, stolen or damaged you may be required to reimburse the City of Chelsea for all or part of the replacement cost of the device.

I have reviewed and understand my responsibilities regarding the use of a City tablet device.

Employee/Elected Official Signature

Date