



## Broseley Town Council

### IT DEVICE USE POLICY

#### Introduction

The Town Council realises its duty to be socially inclusive and to this end strives to ensure that all Town Councillors have sufficient resources available to them to actively engage in electronic communication, which is the Town Council's principal means of communication.

For those Town Councillors who do not have adequate IT facilities to engage in Town Council business the Town Council will provide them with tablets, including internet access, with which to carry out Town Council business. This includes email communication and the facility to engage in remote Town Council meetings, usually via Zoom.

#### User responsibilities – Terms and Conditions for Use

Those Councillors who have been provided with Town Council IT equipment must accept the following Terms and Conditions:

- 1) Responsibility for keeping the tablet secure and in good working condition.
- 2) Take every precaution to prevent damage.
- 3) Email usage should be limited to Council business and not for personal use.
- 4) Unauthorised or unlicensed software must not be loaded onto Council software.
- 5) Tablets should not be used by unauthorised persons.
- 6) Only a soft cloth or approved screen cleaning solution should be used to clean the tablet screen.
- 7) The tablet should not be exposed to extreme temperatures.
- 8) Users may not photograph any other person without that person's consent.
- 9) If the tablet is lost, stolen or damaged, the Town Clerk must be informed immediately.
- 10) All those provided with Town Council IT equipment will sign an agreement requiring them to abide by the above Terms and Conditions.

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