



# POLICY

# 2014-05

**TO:** Town of Milton Selectboard  
**CC:** Brian Palaia, Town Manager  
**FROM:** Erik Wells, Exe. Assistant to the Town Manager / HR Coordinator  
**RE:** Town of Milton Paperless Meeting Initiative and iPad Use Guidelines  
**DATE:** December 15, 2014

## **EFFECTIVE UPON ADOPTION BY THE SELECTBOARD**

**PURPOSE:** The Town of Milton purchased Apple iPad Air2 Tablets for its five Member Selectboard and Town Manager as tools to improve efficiencies in governance through technology implementation. In using the tablet's functions and applications, the Town will look to streamline and enhance government processes by moving to a paperless meeting format and improving information exchange amongst board members by using digital mediums and innovations. This policy outlines the paperless meeting initiative and acceptable use of the iPads by users.

## **ARTICLE I- DEVICE SPECIFICATIONS:**

*November 2014-* The initial start-up purchase of six (6) Apple iPad Air2 Tablets. The tablets can hold up to 16GB in storage and are dual Wi-Fi and cellular data compatible. The capability for cellular data plans exists if the Board deems their use necessary in the future. The lower storage capacity was selected because cloud document storage will be utilized so documents can be accessed on an "on-needed" basis.

In addition, AppleCare+ protection plans were purchased for each device. These are two-year protection plans. Storage cases and charging cables will be provided to users.

## **ARTICLE II- ACCEPTABLE DEVICE USE:**

Each user will agree to abide by the terms outlined in the Town of Milton iPad Acceptable Use Policy as follows:

- I. Objective
  - a. Tablet use is intended to optimize and streamline the governance process for the municipality by going paperless. Users will access meeting agendas and materials and collaboratively work on Town business.

- i. The tablets, as tools purchased with taxpayer dollars, are not intended for personal use. Their purpose is a tool to aid in the governance processes of the Town.
  - 1. Tablet use will follow all the provisions set forth in Municipal Policy 2014-04 "Information Technology Use Standards."
- ii. As Town property being used to conduct Town business, all information stored and data created on the tablets and in any cloud storage system designed are considered property of the Town of Milton.

II. Centralized Device Management

- a. The Town will manage all device set-up and support. This includes:
  - i. Installing all applications, either free or fee based. Each tablet will have the same applications installed.
    - 1. Application purchases will be made with the Town credit card. A system will be set in place to purchase an application once (when allowed) and then install on multiple devices to avoid added cost.
  - ii. Settings and device configuration.
  - iii. Aid in training and training resource materials.

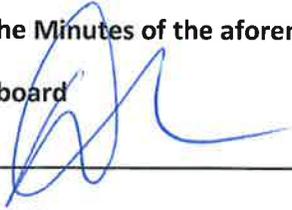
III. Term Use and Security

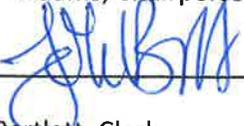
- a. Initially, iPads will be issued to Selectboard Members and the Town Manager. The user agrees to return the device and any issued accessories when his/her employ or term of office with the Town terminates.
  - i. Any damage to the device should be reported to the Town Manager's Office in a prompt manner to ensure maximum damage coverage is utilized.
- b. Users will be expected to bring their tablets to meetings fully charged and use them in lieu of paper packets. Paper packets will be provided on a transitional basis, or when otherwise expedient due to unforeseen circumstances. Meeting materials will be available in digital format each Thursday prior to a Board Meeting.
- c. Users are expected to maintain a high level of security for device data and the equipment.
  - i. A 4 digit access password, or PIN, must be established and set for iPad access by the user, and a record of the PIN securely stored in the Town Manager's Office for reference if needed.
  - ii. Users must employ reasonable physical security measures to prevent devices from being lost or stolen.
  - iii. The terms of this policy will apply to other elected and appointed individuals who are issued iPads for similar use in the future.

The Milton Selectboard, acting in regular session on December 15, 2014 voted in favor of the following:

“Voted in favor of the Paperless Meeting Initiative and iPad Use Guidelines (2014-05) as outlined above.” Further that this referenced Policy shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned meeting.”

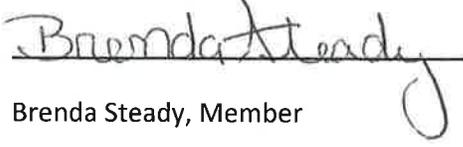
Milton Selectboard

  
\_\_\_\_\_  
Darren Adams, Chairperson

  
\_\_\_\_\_  
John Bartlett, Clerk

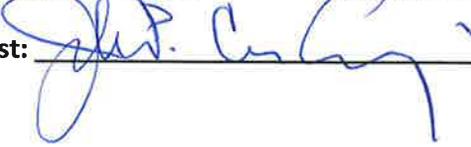
\_\_\_\_\_  
Stuart King, Member

  
\_\_\_\_\_  
John Gifford, Vice-Chairperson

  
\_\_\_\_\_  
Brenda Steady, Member

Filed with the Milton Town Clerk's Office this 16<sup>th</sup> day of December, 2014

Attest:

  
\_\_\_\_\_