



Union Parish Police Jury

Electronic Tablet Acceptable Use Policy

Adopted by the Union Parish Police Jury effective 7/6/21

PURPOSE: Policy to establish the acceptable use and care of electronic tablets issued by the Union Parish Police Jury (herein referred to as "Police Jury").

SCOPE: This policy applies to all employees and elected or appointed officials of the Police Jury that have been issued an electronic tablet for business use.

POLICY STATEMENT: The Police Jury recognizes the importance of, and the necessity to utilize available technology as a tool and resource. The primary function of the issued tablet is utilization in conjunction with electronic minutes and agendas for use during committee, regular, and special called Jury meetings.

Device Specifications:

- The Police Jury is issuing Jury members and selected staff one (1) of each:
 - iPad Pro 12.9 inch, Wi-Fi or Wi-Fi+cellular, 256GB device with charging cable and socket connector
 - Apple Smart Keyboard

Data Protection and Security:

- All users must have their device set up through the Police Jury Office with a unique Apple ID and Police Jury issued email address.
- A personal Apple ID is not to be used on this device.
- All users must turn their device in at the end of December each year for annual diagnostics, updates, and general maintenance. The device will be returned in January prior to the first Jury meeting.
- The password for the iPad must be recorded in the office of the Secretary-Treasurer. If the password is changed from the original assigned password then the Secretary-Treasurer must be notified immediately so that the assignment records may be updated. If a password is forgotten, it can be reset through the Jury Office.
- The device is not to be tampered with by "jailbreaking" or otherwise hacked in any way.
- The iPad and related accessories are the property of the Union Parish Police Jury and are subject to be returned at the request of the jury.

User Responsibility:

- The iPad must be transported in a suitably protective case (such as a sleeve, or padded backpack).
- Handle the device and accessories with care and respect. Do not throw, damage, place heavy items on or intentionally drop the device(s).
- Only approved cleaning materials can be used to clean the device such as laptop or tablet sprays and cloths.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad.
- Do not leave the iPad unattended.



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- Do not keep or leave your iPad unattended in vehicles where excessive heat or freezing temperatures can damage it.
- Keep the iPad safe and secure at all times. The location of the iPad should be known at all times.
- Ensure the battery is charged and ready for use at each and every Jury meeting (regular, special called, and committee).
 - Users can elect to turn in their device with charging cables a minimum of two days prior to a meeting and the Secretary-Treasurer will take responsibility for charging and setting up the device for the meeting.

Lost, Damaged, or Stolen Devices:

- If your device becomes lost or has been stolen report it to the Secretary-Treasurer immediately.
- If your device has become damaged report it to the Secretary-Treasurer and submit the device for inspection.
- Do not carry out repairs on any Police Jury owned device.
- Do not solicit any individual or company to repair a Police Jury owned device on your behalf.

Safeguarding and E-Safety:

- All device usage is subject to the rules and guidelines of the Police Jury's E-Safety Policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Do not tamper with any iPad belonging to other members of the Police Jury. Any juror found trying to access another user's device or associated content will be subject to disciplinary action.
- If an iPad is found take it to the Secretary-Treasurer.
- Do not take photographs of others without their express permission.
- Using your device to create, store, access, view, download, distribute, send, or upload inappropriate content or materials is strictly forbidden.
- Utilizing the iPad to partake in illegal activities of any kind is strictly forbidden.
- Do not use the iPad to post images, movies or audio to a public facing part of the internet without the express permission of all individuals imaged/recorded. Where this includes colleagues or employees, speak to them and their Superintendent, and ensure that full permission has been received to post the content.
- The iPad and any content are subject to routine and ad-hoc updates by the Secretary-Treasurer. You must turn in your device upon request by the Secretary-Treasurer.

I have read and understand the iPad Acceptable Use Policy and agree to adhere to the guidelines and restrictions outlined.

DATE