

# VILLAGE OF LYTTON

## ELECTRONIC DEVICES POLICY - STAFF

### POLICY 1008

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#### **USE AND DISPOSAL OF ELECTRONIC DEVICES:**

From time to time, tablets, cellular phones, computers, or other devices may be provided for staff-use to conduct Village business. This policy describes Village procedures and the responsibilities of staff in regards to the use and disposal of these Village assets.

#### **DEFINITIONS**

Electronic Devices – all cell phones, tablets, computers, landline phones, and other electronic technology used for communication, internet access, reading and modifying documents, and other purposes.

User – the staff member that has been provided with a device by the Village of Lytton.

#### **PROCEDURE:**

##### **Scope of this Policy**

This policy pertains to all electronic devices provided to staff by the Village of Lytton. As Village property, their use is subject to the content of this policy at all times, whether or not the device is being used for Village business.

##### **Allocation of Devices**

Devices shall be provided to staff as early as possible if deemed necessary for their position. The following list is a basic guide for the minimum devices to be allocated to staff. Additional devices may be allocated at the discretion of the CAO and/or senior staff.

- The CAO shall be provided with a Village-owned cell phone
- The Public Works Lead Hand shall be provided with a Village-owned cell phone
- Public Works employees will be provided with Village-owned cell phones while at work for the purposes of communication, both internal and external.

##### **Village Responsibilities**

Similar to other Village property, devices will be maintained by Village staff. Assistance from the user in maintaining devices is expected, as per the User Responsibilities. The Village reserves the right to access the contents of a Village-owned device if reasonable justification can be provided; examples include confidentiality concerns, security of Village resources, and inappropriate use of devices.

## **User Responsibilities**

Devices provided by the Village to staff are property of the Village of Lytton, and users are expected to use and care for their devices accordingly. Users are responsible for general care in preventing physical damage to the device. Users must respect the confidentiality of documents stored on their device and take responsibility for its security.

Responsibilities of users are as follows:

- Notify IT staff or the CAO when software-related concerns arise. Basic updates and device configurations can be conducted regularly by users
- Request special device requirements if needed, eg. additional storage, specific apps, GIS software
- Users must not download or use applications for government business without the permission of their supervisor. Some apps may present concerns around privacy, security, and indemnification through terms and conditions
- Additional expenses incurred shall be deducted from staff wages or council remuneration payments if not related to Village business
- Users may pay for their own wireless service
- Additional apps may be purchased at the expense of the user

## **Personal Use**

Reasonable personal use of Village-owned devices is permitted. For privacy reasons and to reduce costs, users must limit the amount of personal records they store on devices. Users must use their government email accounts when conducting government business, including work conducted outside of the workplace. Personal use of Village-owned devices must:

- Be limited during business hours and not interfere with the user's duties and responsibilities
- Be lawful
- Not compromise the security of government IT Resources or Government Information
- Not be used for personal financial gain

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Mayor

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