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**Town of Sutton
Office of the Town Administrator**

PURPOSE: The Town of Sutton purchased Apple iPad Air2 Tablets for its five Board of Selectmen and Town Administrator 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 2016- The initial start-up purchase of six (6) Apple iPad Air2 Tablets. The tablets can hold up to 32GB in storage

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 Sutton 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.
- 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 Sutton.
- iii. All members of the board of selectmen agree to turn off all electronic devices including the iPads and all cell phones during executive session. They are to remain off until the regular session resumes.

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.
 - ii. Settings and device configuration.
 - iii. Aid in training and training resource materials.
 - iv. The town of Sutton reserves the right to audit the iPads on an annual basis to eliminate viruses and bugs on the devices.

III. Term Use and Security

- a. Initially, iPads will be issued to Board of Selectmen and the Town Administrator. 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 Administrator'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 Friday 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 Administrator'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 Sutton Board of Selectmen, acting in regular session on November 1, 2016 voted in favor of the following:

"Voted in favor of the Paperless Meeting Initiative and iPad Use Guidelines as outlined above."