

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District-Owned Mobile Computing Devices for Board Members
POLICY NUMBER: 4040
ADOPTED: August 10, 2017
REVISIONS:

4040.01 PURPOSE

This policy sets forth parameters for providing mobile computing devices to Board Members to facilitate an efficient, paperless agenda process at the District.

4040.10 AVAILABILITY

4040.11 Offered to all Board Members. The District will offer to purchase a District-owned mobile computing device for any Board member wishing to utilize the device to access the District's electronic agenda packets. Specifications of the device will be appropriate for such use, as determined by the General Manager.

4040.12 Personal Mobile Computing Devices. Board Members may use a personal mobile computing device to access electronic agenda packets. All such devices must meet minimum specifications determined by the General Manager. Any Board Member wishing to utilize a personal mobile computing device rather than a District-owned device must bear all costs associated with that device, including any cellular data plan; however, the District will reimburse any such Board Member for the cost of special software applications necessary to conduct District business. Board Members opting to use a personal device are still bound to the requirements set forth in Section 4040.30, "Use during Meetings".

4040.20 BASIC INCLUSIONS

4040.21 Accessories. Any District-owned mobile computing device will include, at District expense, Wi-Fi capability, a protective case, any necessary software applications, charging cables.

4040.22 Training. The District will provide training and support as necessary to conduct District business.

4040.23 Internet Access. No cellular data plan will be provided. Wi-Fi internet access will be provided at District buildings; however, each Board Member will be

responsible for providing Wi-Fi internet access for mobile computing device use at other locations.

4040.30 USE DURING MEETINGS

4040.31 E-Communications during Meetings. Mobile computing devices are being provided to Board Members for use during Board and Committee meetings to access the District's paperless agenda materials. Use of electronic devices to communicate with other Board Members during any District public meeting is prohibited.

4040.32 Non-Business Use during Meetings. Board Members should be present and engaged in District public meetings. Use of mobile computing devices for purposes not related to District business is strongly discouraged during District public meetings.

4040.33 Public Records Act/Due Process. District records, whether paper or electronic, are governed by the public disclosure requirements of the California Public Records Act. In the event that a message is received by a member of the Board during a District public meeting regarding a matter that is on the agenda for said meeting, the content of the message shall be disclosed publically to the entire Board or Committee as it has been received during the consideration of the matter at an open and public meeting. It will become part of the public record.

4040.40 OTHER REQUIREMENTS

4040.41 Personal Use of Devices. Personal use of a District-owned mobile computing device is permitted at the discretion of the Board Member.

4040.32 Loss/Theft/Damage. Immediately after issuance of a District-owned mobile computing device, the Board Member is responsible for care of the device. If a District-owned mobile computing device is lost, stolen or damaged, the responsible Board Member must notify the Board Secretary immediately. All District-owned devices are required to have a password to block access to the device if stolen.

4040.33 End of Board Member Tenure. Upon conclusion of a Board Member's tenure, any District-owned mobile computing device assigned to that Board Member must either be relinquished to the District or purchased by the Board Member. If relinquishing the device, the Board Member shall cooperate with District staff to appropriately unlock the device for use by another Board Member. The cost to purchase the device shall be equal to its replacement cost (if less than 5 years old) or current market value (if more than 5 years old). Market value will be as quoted on Gazelle.com (or similar valuation method).