

**City of Gladstone, Michigan**  
**Electronic Media Policy**

Ordinance No: 2018- 605

**AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, CREATING  
ARTICLE VIII. ELECTRONIC MEDIA POLICYORDINANCE OF THE CITY OF  
GLADSTONE CODE OF ORDINANCES**

**The City of Gladstone ordains and is hereby ordained by the authority of the same as follows:**

**I. Purpose**

The purpose of this policy is to use technologies to save City Funds, Staff Time, better communicate with the public and provide for a more eco-way of providing government through the use of innovative technologies. The City has committed itself to more efficient, greener, innovative procedures using technologies. The iPad is one tool to help the City of Gladstone accomplish these goals. By adopting this policy and providing Commission Members and Staff with tablet PC as a way of conducting business makes the City of Gladstone a leader in Delta County.

**A. Background. The standards set forth herein for use of iPad provided by the City of Gladstone are based on the following premises:**

1. Electronic resources have become an invaluable asset that must be protected.
2. iPad are provided to City Commissioners and Department Heads to establish a secure, reliable, maintainable, and supportable method of communicating information to City Leaders.
3. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an iPad will be the custodian of the stored information and must take reasonable steps to maintain and preserve the stored information so that the City can make the information available when requested in accordance with the provisions of Michigan, Open Meetings Act 267 of 1976.
4. Devices that have not been properly licensed are illegal, and the penalties are severe.
5. Incidental personal use by members of the City Commission and Staff in accordance with this Policy is permissible.
6. All City Commissioners and Staff issued devices will be required to read the City's Electronic Media-Device Policy and sign an acknowledgment confirming their adherence to this policy.

**B. Interpretation.**

1. This Policy does not cover employee-owned iPad being used for City work. Employee-owned tablets used for City Business will be provided access to the City Wi-Fi service in City-owned buildings.
2. All other policies, procedures, ordinances, and rules adopted by the Commission of the City of Gladstone and work rules, as stated in the City of Gladstone Employee Handbook, governing employee conduct are applicable to the use of City iPad resources.

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3. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any City ordinance.
4. Authorized City Staff shall mean the City Manager.

**C. General Use**

1. One iPad will be assigned to each City Commission member, the City Manager and other staff required to have a device. Each iPad shall be numbered to ensure that it is consistently provided to, and used by, the same user.
2. All iPad assigned to City Commissioners for their term of office, remain the property of the City of Gladstone and shall be surrendered to the City Manager upon termination of such member's office or upon request by the City Board. Staff will return units when there at retirement or other termination of employment with the City. Commissioners or staff will have the opportunity to purchase the devices at retirement purchasing them at the current market rate for a used device.
3. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") shall be regularly available in the Cloud or via Email Transmission.
4. Upon receipt from the City Manager's office, City Commissioners and Staff shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
5. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the City, remain the property of the City.
6. The City retains the right to access, inspect, monitor, and/or disclose any data stored on any iPad owned by the City, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input.
7. Information stored, saved, or maintained on a City iPad is considered public information and is therefore subject to public disclosure laws. Further, authorized City Staff shall have access to City iPad at any time so as to be able to inspect and monitor the material contained thereon.
8. iPad may not be used for the transmission of data during any City meeting.
9. iPad may be used for transmission while being used at home to view the meeting's packet or for doing City business.
10. Assigned iPad shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the workplace is prohibited.
11. Use of City iPad for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.

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12. Incidental Personal Use: Although occasional and limited personal use of iPad is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned iPad may not be used in any way that:
- i. Directly or indirectly interferes with City operations of computing facilities or e-mail services.
  - ii. Is contrary to or damages the City's interest.
  - iii. Results in any incremental costs to the City.
  - iv. Interferes with any City officer or employee's work duties, performance, or other obligations to the City.
    1. Any personal use shall be at the risk of the person engaging therein. The City is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the City Commission at any time.

**D. Prohibitions and Restrictions on Use. The use of any City iPad whether in-house or external, for any of the following purposes is strictly prohibited:**

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the City network and intended to be used for official City business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the City Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from City files.
8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language
9. To represent oneself directly or indirectly as conducting City business when using such equipment for incidental personal purposes.
10. For any purpose that would be a violation of any City work rules, City ordinance or State or Federal law, regulation, or order.

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**E. iPad Applications**

1. All systems running on City iPad must be properly licensed.
2. For purposes of this Policy, applications fall into one of the following three categories:
  - i. STANDARD APPLICATIONS: These are the applications loaded onto the iPad at the time the iPad is provided to a City Commissioner.
  - ii. ACCEPTABLE APPLICATIONS: The applications available to iPad users should be uploaded with caution as to its content and purpose. Any personal use of applications is at the user's own risk. An application that is purchased will be done so at the user's expense without reimbursement from the City, at any time, unless it is deemed appropriate and necessary for all Commissioner to have the application and it is approved by the City Board. At the end of the Commissioner's term, the iPad will be turned in to the City Clerk and all applications uploaded, installed and all information present, personal or work related, will be deleted.
  - iii. UNAUTHORIZED APPLICATIONS: These are applications that include racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language that would be offensive to the public.

**F. Electronic Mail and Access to the World Wide Web and other Servers.**

1. City iPad can be equipped with firewall and anti-virus software and are intended to be used to access to electronic mail (e-mail) or access the Internet. Apple products have internal security and virus protection built into the product.
2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.
3. Use of wireless internet connections should be used with caution and should not be considered secure unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

**G. Security.**

1. City Commissioners will be expected to take reasonable precautions to protect any iPad assigned to them from damage, destruction, or theft.
2. City Commission and Staff members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the City Manager and City Clerk shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.
3. Any suspected breach of security, damage, destruction, or theft of any iPad owned by the City should be reported to the City Manager as soon as possible.
4. City Commission and Staff are encouraged to use a backup system as there is an inherent risk that any data may be lost in the event of malfunction, damage, or theft to their assigned iPad.

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**H. Paperless Meeting Packets-Public Distribution-Consultants-Vendor**

1. All City Commissioner’s and Staff will be **required** to use the iPad to read and download information for meetings from the Cloud. At no time will paper copies be distributed after the devices have been assigned to the Commission and Staff.
2. Meeting information will be available in the Cloud for the City Commission and Staff by 3:00 p.m. the Friday prior to the meeting or equivalent day. Special meetings packet will be available 48 hours ahead of time. On the day of the meeting, the most current packet will be available by the start of the meeting via download from the Cloud.
3. Commission Packets will be posted online for the public no later than 4:00 p.m. the Friday prior to the Commission Meeting.
4. The media will be required to go online to access information on the Commission Meeting as the public will.
5. All Staff, Consultants, Vendors, and Public must submit reports, or requests in a PDF, or digital format or other format requested by the City.
6. The City of Gladstone will accept limited copies of reports or studies from the various Consultants, Vendors and the Public.

**II. GENERAL PROVISIONS**

- (A) **Severability of Provisions.** If any part of this ordinance is held to be invalid, such part will be deemed severable and its validity will have no effect upon the remaining provisions of this ordinance;
- (B) **Duration and Effective Date.** The provisions set forth in this ordinance become and will remain in full force and effect (until their repeal by ordinance) on the day of passage and adoption of this ordinance and upon publication in accordance with applicable law.

Introduced: 03-26-2018

Published:

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Public Hearing: 04-09-2018

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Effective: 04-25-2018

**CITY OF GLADSTONE**

By: \_\_\_\_\_  
Joe Thompson, Mayor

By: \_\_\_\_\_  
Kimberly Berry, City Clerk