



Jackson Parish Police Jury

Electronic Tablet Acceptable Use Policy

Adopted by the Jackson Parish Police Jury effective 10/8/2018

PURPOSE: Policy to establish the acceptable use and care of electronic tablets issued out by the Jackson 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 to be utilized in conjunction with the electronic minutes and agenda system from Municode for use during committee, regular, and special called Jury meetings.

Device Specifications:

- The Police Jury is issuing Jury members and selected staff to receive one (1) of each:
 - iPad Pro 12.9 inch, Silver, Wi-Fi, 256GB device with charging cable and socket connector
 - Apple Pencil with charging adaptor and one (1) extra tip
 - Apple Smart Keyboard
 - Leather sleeve
 - Apple Care+ Warranty for the years 2018 – 2020
- Each device is engraved with the intended user's designated job title.

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.
- Do not use your personal Apple ID 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.
- Users must set a complex password and/or finger print ID on their iPad which is changed at a minimum of once per term.
- The password for your iPad must be unique and must be recorded in the office of the Secretary-Treasurer. If a password is forgotten, it can be reset through the Jury Office.
- Backup your iPad and its content on a regular basis.
- You must not jailbreak your device or otherwise hack, or tamper with it.

User Responsibility:

- Your iPad must be transported in a suitably protective case (such as a sleeve, or padded backpack).
 - A leather sleeve with Apple Pencil pocket is provided upon issuance.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your 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 your iPad unattended.
- Do not keep, or leave your iPad unattended in vehicles where excessive heat or freeze can damage it.
- Keep your iPad safe and secure at all times. You should know where your iPad is at all times.



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- Ensure your 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 to them.
- You must not carry out repairs on any Police Jury owned device.
- You must 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. Anyone 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.
- You are strictly forbidden from using your device to create, store, access, view, download, distribute, send, or upload inappropriate content or materials.
- You are forbidden from utilizing your iPad to partake in illegal activities of any kind.
- Do not use your 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, refer to them and their Superintendent, and ensure that full permission has been received.
- Your 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.

PRINT NAME

DATE

SIGNATURE

TITLE