



# MATJHABENG PAPERLESS AGENDA DEVICES POLICY

## DOCUMENT DETAILS

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<b>Company Name</b>	Matjhabeng Local Municipality
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## Stakeholder Sign-off

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
PM KODISANG	ICT Manager		
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## 1. PURPOSE

The purpose of this policy is thus to provide fairness in the procurement and allocation of laptop or tablets for use by the Councilors as tools of trade for the council meetings, to protect the confidentiality, integrity and availability of Matjhabeng Municipality's information by controlling access to its laptops/tablets and to provide guidelines for their usage.

## 2. SCOPE

The scope of this policy applies to:

- Any laptop/tablet owned by The Matjhabeng; and
- Any person authorised by The Matjhabeng to use the laptop.

## 3. POLICY

### 3.1. Using the Device

Protection of commercially sensitive information and the protection of privacy in accordance with the *Freedom of Information and Protection of Privacy Act* are paramount considerations in the use of Electronic Devices.

Therefore Councillors and Employees must:

- Take all reasonable steps to safeguard any device used to access any Council related information to ensure that the integrity and confidentiality of the information is not compromised;
- Only access Council records for legitimate business reasons;
- Must accept that all information, work-related or not, stored on and transmitted to/from a laptop/tablet are subject to formal disclosure requests through a Freedom of Information request; and
- Not use for their own personal or business purposes, or the personal or business purposes of immediate family members or friends, information acquired in the course of their work for the Council when that information is not generally known and available to the public.

### 3.2. Downloading Material

If Council members download confidential material to their Device they must delete the material from their Device following the meeting to which the material relates. Due to their

sensitive content, In-Camera agendas saved to the electronic device must be deleted following each meeting.

### 3.3. Applications (“apps”)

The ability to download and install third-party applications (hereafter referred to as "apps") onto devices is pervasive. Many of these apps provide true business value, while other apps are purely for entertainment. Some apps are free, while others incur additional charges to the user. The Council will not censor or regulate downloading and installation of additional apps onto Council-issued devices. As such, it is the responsibility of the user to:

- Ensure apps downloaded, installed, and used on devices are consistent with this and all applicable policies and any relevant government legislation;
- Ensure additional memory, apps, or features above those deemed necessary by the Council for normal business use are acquired at the user's expense; and
- Seek reimbursement for additional apps justified for legitimate business purposes according to the conditions specified by this policy;

### 3.4. Council Issued Devices

If a Council Member or Employee elects to use a Council Provided Device, it may be used by that individual for personal use provided that the transmission or receipt of information from that device is respectful of the Council and its members. The device may not be used for any purpose that:

**Could cause or does cause harm to the Council or its reputation; or will harm the information technology systems or devices.**

If using a Council Issued Device, Council Members:

- Must assume all liability when installing or uninstalling any software to the device and do so at their own risk;
- Are responsible for adhering to copyright and licensing laws and guidelines for all software on the device;
- Must be aware that the device is Council property, and the Council reserves the right to distribute/ redistribute devices as needed. As such, if any installed app is licensed to a

particular phone hardware appliance, that app will be redistributed with the phone;

- Must be aware that the Council reserves the right to remove additional apps it does not support if necessary to restore the device to proper working condition;
- Must accept the standard device, plan, app, and features set issued as sufficient for Council business purposes; and
- Must be aware that use of devices may consume network resources beyond those provided by standard Council plans for normal business usage and that the user is responsible for reimbursement of overage charges that cannot be justified for Council business purposes.

### 3.5. Security

To ensure the relevant level of information and technology protection, the Council requires Council members to ensure their personal device is kept secure.

- Must utilize the password protection feature to secure the device;
- Must utilize the auto-lock feature, set to fifteen minutes or less, with a secure password to prevent unauthorized use;
- Must ensure that the device remains secure at all times and that the password and/or device is not shared with any other party;
- Must ensure that current anti-virus software is installed on their device and will ensure that virus definitions installed and configured remain current; and
- Must notify ICT department if they believe the security of their electronic device has been compromised.
- **Must present their laptops/tablets to ICT for unlicensed and unauthorized software quarterly.**

### 3.6. Personal Use

The purpose of providing the devices is for Council business such as reading Council meeting agendas and Council-related documents.

It is expected that there may be some reasonable personal use on the device, such as emails, calendar appointments and other applications. Personal files should be kept separate from Council files. It is recommended that users delete any unnecessary notes from the device once they are no longer required.

### 3.7. Breakage and Lost or Stolen Devices

Council members will be responsible to ensure that the device remains in their custody and is not handled or accessed by any unauthorized person.

In the event that an electronic device is lost or stolen the Council member will report this loss or theft to the ICT as soon as is practical. The Council reserves the right to disable or wipe the device.

The Council will arrange for repairs or replacement for damages incurred while operating the device for Council business and council member is always liable to pay excess fee of 10%. If the device is damaged during personal use, the Council will repair or replace the device at the Council member's cost.

### 3.8. Retiring from Council

When a Council Member retires from Council, they will return their assigned devices to ICT. There is the option to purchase the device at fair market value as per Appendix 1. The device will be returned to the Council to have any Council information removed before it is purchased by the Council member.

### 3.9. Devices contract expiration

In the case whereby the devices contract expires, in two years' period, there is an option to purchase the device at fair market value as per Appendix 1. The device will be returned to the Council (*ICT*) to have any Council information removed before it is purchased by the Council member.

### 3.10. Penalties

Any Council member requesting a hard copy will have to pay for it from his own pocket and it will cost R1.50 per page. It is payable to Finance prior to the creation of photocopies and proof of payment should be produced.

**APPENDIX 1: COUNCIL ELECTRONIC DEVICE ACKNOWLEDGEMENT**

I, the undersigned, acknowledge receipt and assignment of the following Council of Matjhabeng Municipality property:

**Device Model:** .....

**Serial/IMEI Number:** .....

I understand that the above-noted equipment is issued to me primarily for business purposes and belongs to Matjhabeng Municipality. When using the device for personal matters I will use my discretion to ensure that the use is appropriate. I will undertake reasonable care when using the device to keep it secure and in good operating condition. When using the device, I will responsibly manage and protect corporate information that I have access to, to ensure that the integrity and confidentiality of that information is not compromised. I will not disclose or provide access to sensitive or confidential information that is not available to the general public. I acknowledge that I have a duty to maintain the confidentiality of all information in accordance with the *Freedom of Information and Protection of Privacy Act*.

In the event of my resignation from the Council, end of my Council term or devices contract expiration, I will return the property, including all accessories, to the Council of Matjhabeng Municipality. Alternatively, I may purchase the device at fair market value. Fair market value is designated as 25% after two years and 10% after three years. If I elect to purchase the device I will provide it to the Council of Matjhabeng Municipality (*ICT*) to be cleansed of all Council of Matjhabeng Municipality data and software.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_