



# Lowestoft Town Council

## Tablet Policy

### 1.0 Data Protection and Security

- All tablets must be encrypted and protected by the Sophos Protection software. This will be managed centrally by East Coast Community Healthcare's IT Department.
- The tablets will be for Lowestoft Town Council purposes only. Do not set up your personal email address, or any other email accounts, on this device.
- Do not link up, download or otherwise access personal third party apps or services, including on-demand TV and other media streaming services
- You will be required to set a password to access the tablet. You will receive a prompt periodically to change their password, in line with East Coast Community Healthcare's security measures.
- The password must be unique and must not be recorded. If a password is forgotten please contact a member of staff.
- You must not jailbreak your device (modify or remove restrictions to allow access to restricted sites or the downloading of prohibited software), or otherwise hack or tamper with it.
- Tablets will be distributed to Councillors on the agreement that they will be returned to Lowestoft Town Council immediately should a Councillor's term of office end for any reason.

### 2.0 User Responsibility

- Your tablet must be transported in a suitably protective case (such as a sleeve or padded backpack).
- 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.
- Do not leave your tablet unattended.
- Do not keep, or leave your tablet unattended in vehicles.
- Keep your tablet safe and secure at all times. You should know where your tablet is at all times.

### 3.0 Lost, Damaged or Stolen Devices

- If your device becomes lost or has been stolen, report it to a member of staff immediately.
- If your device has become damaged, report it to a member of staff and hand the device in to the office.
- You must not carry out repairs to your tablet.
- You must not solicit any individual or company to repair your tablet on your behalf.

### 4.0 Safeguarding and e-Safety

- Do not tamper with any tablet belonging to other Councillors. Anyone found trying to access another Councillor's device or associated content will be subject to disciplinary action.
- If a tablet is found, hand it in to the office immediately.
- 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, upload inappropriate content or materials.
- You are forbidden from using your tablet to partake in illegal activities of any kind.
- Do not use your tablet to post images, movies or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded.



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- Your tablet and any content are subject to routine and ad-hoc monitoring. You must surrender your device upon request by the Town Clerk.

### **5.0 Personal Use**

- Your tablet is not permitted for personal use. It has been provided for Lowestoft Town Council-related use only.
- Do not grant access to your tablet to anyone, unless expressly authorised to do so by the Town Clerk.