	CITY OF TRAVERSE CITY POLICY TITLE: USE OF CITY-ISSUED ELECTRONIC DEVICES	POLICY NO: CC-058
		SUBMITTED BY: Katie Zeits, Deputy City Clerk
		APPROVED BY: City Commission
Adopted Date: March 4, 2019 Effective Date: March 4, 2019 Supersedes No: Procedure Reference No: N/A Page 1 of 2	HISTORY: Initial Adoption Date: March 4, 2019 Amended Date: Amended Date:	


I hereby certify that this Policy was adopted by the City Commission of the City of Traverse City at its Regular Meeting held on March 4, 2019, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.



 Benjamin Marentette, MMC, City Clerk

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to all City elected and appointed Board and Commission members' use of City-issued electronic devices:

1. The City shall supply the electronic device and all associated hardware and software. Board and Commission members shall not install any hardware or software on the electronic device without prior approval from the City Clerk's office.
2. Board and Commission members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City Clerk as with all other city property as provided by City Charter Section 50.
3. Board and Commission members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage.
4. Board and Commission members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
5. Board and Commission members shall not use the electronic device, or the internet access or email provided with it, for any commercial, illegal, or illicit

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purpose or activity, or for financial gain. Board and Commission members shall not use the electronic device to download or store inappropriate or obscene material. Board and Commission members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Board and Commission members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or "back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.

6. Board and Commission members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 et seq., or other means of discovery, and should govern their use accordingly.
7. Board and Commission members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, et seq.
8. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
9. The Board or Commission member to whom an electronic device is issued is responsible to ensure the proper use of the electronic device in accordance with these rules.