



# *Electronic Tablet Policy*

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## I. Purpose

The purpose of the Electronic Tablet Policy (Policy) is to govern the use of Electronic Tablets and a web-based system as an electronic solution by which Committee and Board meeting materials will be distributed, accessed, stored, and secured. ACERA will facilitate the offsite access of Committee and Board packet materials through the use of a web based electronic platform thus allowing Trustees to use ACERA-issued and/or personal Electronic Tablets to retrieve, store, edit and read the Committee and Board packet materials.

## II. Assumptions

A. The Electronic Tablet Policy rests on the following important assumptions:

1. The electronic delivery of meeting packets has a positive environmental impact.
2. The electronic delivery of meeting packets has a positive fiscal impact.
3. Electronic Tablets used for retrieval of meeting packets may be provided by ACERA (ACERA-issued) or personally owned.
4. ACERA Trustees will treat all confidential ACERA electronic records appropriately.
5. ACERA Trustees will ensure that all electronic documents accessed by Electronic Tablet devices and distributed through the department's cloud-based storage service, are stored, maintained, and disposed of in a manner that prevents the disclosure of confidential information.

## III. Policy Guidelines

The Electronic Tablets used by ACERA Trustees to access ACERA related materials may be ACERA-issued or purchased by Trustees with personal funds.

A. ACERA-Issued Electronic Tablets – Usage Guidelines.

ACERA Trustees must agree to the following guidelines when using Electronic Tablets to access materials owned by ACERA or when otherwise using Electronic Tablets to conduct ACERA-related business:

1. An Electronic Tablet distributed by ACERA is the sole property of ACERA. Therefore, documents, files, and media on the Electronic Tablet are also the sole property of ACERA. Users shall have no expectation of privacy, with regard to any applications, data, email, photos, or any other records stored on the Electronic Tablet.
2. ACERA reserves the right to use tracking software to locate the Electronic Tablet as necessary.
3. In the event the Electronic Tablet is lost or stolen, ACERA reserves the right to delete all data on the Electronic Tablet remotely and reset the Electronic Tablet to its original factory standard in order to preserve the integrity of ACERA electronic records.
4. ACERA is not responsible for Electronic Tablet compatibility with other non-ACERA products (computers, printers, Bluetooth devices, software, etc).

B. In addition, Trustees using ACERA issued Electronic Tablets must agree to the following guidelines:

1. Take all appropriate and reasonable measures to physically and electronically secure the Electronic Tablet and third-party applications with password protection.
2. Treat all confidential ACERA electronic records appropriately.
3. Handle the Electronic Tablet with consideration and care.
4. Report lost, stolen or damaged Electronic Tablets to ACERA within 24 hours of the occurrence to the Assistant to the Chief Executive Officer. Replacement of the Electronic Tablet will be at ACERA's discretion.
5. Maintain all configuration settings established by ACERA upon deployment.

6. Relinquish the Electronic Tablet within seven (7) business days of leaving the ACERA Board at 475 14th Street, Suite 1000, Oakland, CA 94612 during normal business hours of Monday through Friday (8:30 a.m. – 5:00 p.m.), excluding holidays.
  7. Use of ACERA-issued Electronic Tablets is primarily for the use of ACERA-related business.
  8. Personal use of ACERA-issued Electronic Tablets should be limited. Trustees will not permit anyone else including, but not limited to, the Trustees' family and/or associates, to use this ACERA property.
  9. ACERA Trustees may not download or install any software onto any ACERA-issued Electronic Tablet without prior authorization by the ACERA's Project Information Services Manager.
  10. ACERA Trustees will sign an acknowledgement of receipt form upon taking possession of an ACERA-issued Electronic Tablet, which is attached to this Policy.
- C. Personal Electronic Tablet – Usage Guidelines
1. ACERA Trustees must agree to the following guidelines when using personally owned Electronic Tablets to access materials owned by ACERA or when otherwise using Electronic Tablets to conduct ACERA-related business.
  2. Electronic Tablets personally owned by the Trustee are the sole responsibility of the Trustee. However, the Trustee may request instructions to download the required third-party applications to access ACERA materials.
  3. ACERA is not responsible and will not support the malfunction of the Electronic Tablet. ACERA is only responsible for the applications or software that is required to access the materials produced by ACERA.
- D. In addition, Trustees using personally owned Electronic Tablets must agree to the following guidelines when using Electronic Tablets to access records owned by ACERA:
1. Take all appropriate and reasonable measures to physically and electronically secure the Electronic Tablet and third-party applications with password protection.

2. Treat all confidential ACERA electronic records appropriately.
3. Install all third-party applications that are required to access ACERA materials.
4. Maintain all configuration settings established by ACERA upon deployment.
5. Delete all documents, files, and media owned by ACERA entirely from the Electronic Tablet within seven (7) business days of leaving the ACERA Board.

#### IV. Policy Review

The Operations Committee shall review this policy at least every three (3) years.

#### V. Policy History

- A. The Board adopted the Electronic Tablet Usage Policy on October 18, 2012.
- B. The Board reviewed and affirmed the Electronic Tablet Usage Policy on April 18, 2019<sup>1</sup>.

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<sup>1</sup> The Board adopted the Policy on October 18, 2012. The Board reviewed and affirmed this policy, without revisions, on December 18, 2014, and April 18, 2019.



# *ACERA Electronic Tablet Acknowledgement Form*

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Tablet Serial Number: \_\_\_\_\_

Issued To: \_\_\_\_\_

Issued By: Alameda County Employees' Retirement Association (ACERA)

I received one (1) ACERA-issued electronic tablet (Tablet) to retrieve and view electronic materials provided by ACERA and to otherwise use primarily for business purposes in the interests of ACERA.

By signing below, I acknowledge that I am solely responsible to physically and electronically secure and care for the Tablet. Further, I am aware that the Tablet is an expensive device. Therefore, I will take all appropriate measures to prevent and minimize the loss and damage of the Tablet. In the event of such loss or damage, I will report the incident to ACERA Administration Department at (510) 628-3001 within 24 hours of the occurrence.

This acknowledgement form is intended to support ACERA's Electronic Tablet Policy (Policy). To the extent that this form or the Policy fails to address every possible scenario regarding the use of ACERA-assigned electronic tablets (Tablets), common sense should be exercised at all times regarding appropriate use of the Tablets by Board Trustees. If you are unsure regarding the appropriateness of what you should do, ask ACERA Administration Department for further guidance.

In addition to those identified in the Policy, the following activities prohibited by the Policy include, but are not limited to:

- Transmittal or use of any material in violation of any federal, state, or local law, ordinance, or regulation;
- Transmittal or use of any material or communication that is threatening, defamatory, obscene, discriminatory, or offensive;
- Accessing inappropriate websites;
- Misrepresentation under any circumstances of a user's true identity;

- Unauthorized or improper downloading, accessing, or transmittal of copyrighted information, documents, software or applications;
- Disclosure of any confidential information that could breach the security of any ACERA system;
- Transmittal of unauthorized broadcast communications or solicitations (such as mass email transmissions); and
- Use of a security code or password other than as authorized.

All Tablets shall remain the property of ACERA and may be examined at any time. Users must not install, upgrade, repair, or remove software without prior approval from ACERA's PRISM management.

I also agree to follow the guidelines that are stated in the Policy.

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Print Name

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Signature

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Date Received