

COMMON COUNCIL COMPUTER POLICY

In an effort to reduce printing costs and improve the Common Council's ability to have the best tools to do their jobs, the Common Council adopts the following policy:

Council members will be issued an Acer Netbook computer (or comparable brand) at the beginning of their term of office. Computers will be issued only one time per three-year term. If a Council member does not fulfill their initial three-year term they will be required to return the Netbook computer in acceptable working condition.

1. The computer will become the property of the Council member.
2. The computer is intended to be a tool provided to the council member for the purpose of agenda and packet distribution.
3. The City will no longer provide paper copies of agendas or packets to Council members. Council members will receive an email notifying them that agendas are ready for download, which will contain a link to the agenda and packet materials. Council members will be required to download agendas and packet materials from the City's documents storage website: www.stoughtoncitydocs.com

If the Council member does not have access to the document storage website the materials will be downloaded on a flash drive and made available to the Council member. Special needs will be accommodated at the Council member's request.

4. Computer maintenance is the responsibility of the Council member. If the computer is damaged or lost, it is the responsibility of the Council member to repair or replace the computer at his or her own expense.
5. The same rules which apply to record retention for other City electronic devices will apply. As a general rule, what is downloaded on this electronic device will apply to the public records laws.
6. Policies on Council Conduct, Electronic Communication, and Ethics are applicable to the use of the netbook computer. An attachment containing more information on these policies is included and becomes part of this document.

ADOPTED BY THE COMMON COUNCIL: June 9, 2009

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COMMON COUNCIL COMPUTER POLICY ADDENDUM

**City Of Stoughton Standards Of Prohibited Communications
For Stoughton Elected Or Appointed Officials and Employees**

Electronic media (including Net books provided to individuals and departments) cannot be used for knowingly transmitting, retrieving, or storing any communications that are:

- a. Discriminatory or harassing;
- b. Derogatory to any individual or group;
- c. Obscene as defined in Wis. Stats. § 944.21;
- d. Defamatory or threatening; or
- e. Engaging in any purpose that is illegal or contrary to the City's policy or business interests.

I have read the Common Council Computer Policy and the Addendum, accept the Netbook computer, and agree to abide by the policy.

Signature

Date