

Town of Stratford - Council Policy		
Name:	Council Laptop Policy	Policy Number: 2010-FA-01
Committee:	Finance and Administration	Approval Date: July 14, 2010

1. Introduction

The Town of Stratford is aiming to be a sustainable community, and we have implemented a paperless web hosted solution for our monthly committee and council agenda packages. This requires each councillor to be able to access their web hosted packages by email.

2. Technology Supplied to Town Councillors

Each councillor will be provided with a new laptop computer at the start of their electoral term. This laptop will be formatted with the Town’s software and will be accessible to the Town’s computer network.

3. Technology Term

The laptops provided to each councillor will be for the full four year term of council.

4. End of Councillors Term

After a four year term the councillor may purchase their laptop at fair market value. If the councillor decides to keep their laptop, it must be fully reformatted by the Town’s Network Administrator and cleaned of the Town’s software and Network connections.

If a councillor decides to leave their laptop with the town, the laptop will go into surplus computer inventory.

5. Councillor Leaves Partway Through the Electoral Term

If a councillor leaves partway through their term, the laptop must be returned to the Town's Network Administrator. This laptop will be given to the newly elected councillor.

6. Councillors Must Follow Computer Network Acceptable Use Policy

All councillors must agree to follow the computer network acceptable use policy (2009-FA-01).

7. Shut Down Laptop When Not in Use

Please ensure that the laptop is shut down if you will not be using the computer for an extended period of time. (minimum 3 hours)