

## Computer Tablet Policy

October 30, 2013 - In anticipation of PERAC and/or independent auditors asking if we have a policy in place regarding the use of system provided tablets, the staff presented a draft policy to the Board, which was edited and approved in the following form:

The purpose of this policy is to establish the criteria governing the authorized use of system owned tablets.

Each tablet must be recorded on a list maintained by the Franklin Regional Retirement System that includes the device model and serial number, person the device is assigned to, and date of assignment. Upon separation from the FRRS or its Board the tablet will be returned and the date of return noted on the above list.

The user agrees to a general code of conduct that recognizes the need to protect confidential data that is stored on, or accessed using, a tablet. User should apply due diligence handling, storing, and securing the tablet.

**Personal Use:** Tablet is for the exclusive use of the assigned user. In addition, its personal use is limited to personal communication and recreation, such as reading or game playing. Personal communications and data should be segregated from business communications and data. Under no circumstances is any Board tablet to be utilized to solicit, harass, or otherwise offend or for any unlawful purpose, such as accessing illegally or legally distributed materials which are sexually explicit or otherwise inappropriate or unlawful. The Board reserves the right to monitor or review any information stored or transmitted on its tablets.

**Programs:** All programs and software provided on the tablet, including but not limited to, anti-virus and security programs and software, must remain on the tablet. The Board reserves the right to limit the programs used.

**Data Security:** An appropriate level of security must be applied and should include:

- A password must be used upon tablet wake-up
- Password must remain as assigned
- If password must be changed, password must be provided to the FRRS
- Passwords must not be stored or memorized by the tablet
- Passwords must not be given to unauthorized users
- The tablet must automatically lock after 10 minutes of inactivity

**Deleting Data:** FRRS documents and files containing sensitive data will be removed from the tablet three months after date of download.

**Physical Security:** Tablet must be stored in a secure location or be in the possession of the assigned user at all times. Lost or stolen tablets must be reported to the FRRS immediately. Lost or stolen tablets will be remotely wiped.

The Board discussed the policy and made a revision to the last sentence under "Programs" and replaced it with "The Board reserves the right to limit the programs used." In addition, the Board asked for the following statement to be added at the end of the policy and requiring the user to sign:

"I have read and fully understand and agree with the above policy."

User \_\_\_\_\_ Date \_\_\_\_\_

*On a motion made by P. Light and a second by D. Gendron, the Board unanimously voted to approve the Tablet Policy as revised.*