

Number: BP 014
at the District
Authority: Board of Directors
Effective: March 20, 2014
Revised: August 4, 2022
Reviewed: July 18, 2022
Initiating Dept./Div.: SOD/ADMIN



BOARD POLICY

DISTRICT-OWNED MOBILE COMPUTING DEVICES FOR BOARD MEMBERS

PURPOSE

To establish a policy for providing mobile computing devices to Board Members to facilitate a paperless agenda process at the District and/or remote participation in virtual District Board and Committee meetings during certain emergency situations (such as a pandemic). When District-owned devices (such as tablets and laptops) are furnished to Board Members, the parameters set forth below will apply. If a Board Member utilizes a personal mobile computing device rather than a District-owned device to access Board and Committee agenda packets, only items 8 through 10 will apply.

POLICY

- District-Owned Mobile Computing Devices Offered to All Board Members:** The District will offer to purchase District-owned mobile computing device(s) for any Board Member wishing to utilize the device to access the District's electronic agenda packets and/or participate remotely in District Board and Committee meetings. The specifications of the device(s) must meet standards set by the Information Technology Manager.
- Accessories, Etc.:** Any District-owned tablet will include at District expense Wi-Fi and cellular data capability, extended warranty, protective case, software applications, charging cables, training and support, as necessary to conduct District business.
- District Email Accounts:** All Board Members must be offered a District email account through which all District business should be conducted. Board Members are strongly encouraged to use their District email account for District business.
- Personal Use:** Personal use of a District-owned mobile computing device is permitted at the discretion of the Board Member.
- Cellular Data Plan:** A District-owned tablet will be provided with a cellular data plan at a level sufficient to conduct District business at no cost to the Board Member.

6. **End of Board Member Tenure:** Any District-owned mobile computing device must either be relinquished to the District upon conclusion of a Board Member's tenure or purchased by the Board Member at current market value as quoted on Gazelle.com (or similar valuation method), at which time the device will become the personal property of the owner. Upon transfer of ownership, any data plan on the device shall be cancelled by the District.
7. **Loss/Theft/Damage:** If a District-owned mobile computing device is lost, stolen or damaged, the Board Member must notify the Secretary of the District immediately. All District-owned devices are required to have a password to block access to the District email account in the event the device is lost or stolen. All new District-owned mobile computing devices must be encrypted or have software installed on them that will allow staff to remotely erase the device if necessary.
8. **Personal Mobile Computing Devices:** Any Board Member wishing to utilize a personal mobile computing device rather than a District-owned device to access Board and Committee agenda packets must bear all costs associated with that device, including any cellular data plan; however, the District will reimburse any such Board Member for the cost of software applications necessary to conduct District business.
9. **E-Communications During Meetings:** Mobile computing devices are provided to Board Members for use during Board and Committee meetings to access the District's paperless agenda materials and/or to participate remotely in District Board and Committee meetings. Use of electronic devices to communicate with other Board Members during public Board or Committee meetings is prohibited by this policy. In the event such meetings are conducted remotely, Board Members are prohibited from communicating with other Board Members electronically (such as using the chat function in Microsoft Teams) as it is not available to the public and could result in a violation of the Brown Act. Any other electronic communication during public Board or Committee meetings is discouraged. The goal is for Board Members to be present and engaged in the meeting. The Brown Act must be adhered to with all electronic communications.
10. **Public Records Act/Due Process:** District records, whether paper or electronic, are governed by the public disclosure requirements of the California Public Records Act. In the event that a message is received by a member of the Board or Committee during a meeting regarding a matter that is on the agenda for said meeting, the content of the message shall be disclosed publically to the entire Board or Committee as it has been received during the consideration of the matter at an open and public meeting. It will become a part of the public record.