

Belfast City Council
Provision of iPad Equipment
Terms of Use

The purpose of this paper is to set out the terms of use for Apple iPad equipment provided to Belfast City Council members. This agreement is complementary to the Council's Computer Use Policy.

1. Objective

The iPad Device is provided by the Council to assist members in undertaking their role more effectively. The flexibility, usability and portability of the iPad is the main advantage of this device over more traditional IT equipment such as laptops and PCs. The iPad can be used for routine tasks such as sending and receiving emails and browsing the web, however the main benefits to a councillor will be to have online access to the council Minutes system wherever you are and to engage more effectively with their constituents

Access to the Modern Gov system via the iPad app will assist you in your constituency work as a Councillor as well as helping to keep you fully informed so that you can utilise effectively the decision making process. Councillors will have remote access to Committee minutes, reports and decisions using wireless or 3g mobile internet access.

2. Computer Ownership

At all times the iPad remains the property of Belfast City Council however it has been loaned to you for lawful business use. This device should be used solely by the individual to whom it has been allocated. The terms of this agreement will be invalidated if the device is passed on to or used by another individual on a regular basis.

The iPad can be used for reasonable personal use by the councillor to whom it has been allocated. This includes the personal use of official Apps, social media and web browsing.

If you cease to be a member of Belfast City Council, this equipment and all other IT equipment must be returned to the Council. The IT Section will contact you to arrange the return of all equipment. In keeping with current policy the councillor will be offered the opportunity to purchase the equipment for the market price at that point in time.

All IT equipment will be asset tagged and details of the device will be included on the Council's IT inventory system.

3. Equipment Provided

Each councillor will receive one Apple iPad with computer cable and charger.

4. Applications Supported

Apple iPad, iPhone and iPod touch devices use software applications commonly known as 'apps'. Apple provides an online marketplace to purchase apps for many different purposes. Apps are generally simpler and cheaper than the software purchased for PCs and laptops and are focused on one or two tasks rather than complex software packages which try to answer many requirements. The iPad will come with standard apps preinstalled and preconfigured. These include but are not limited to:

| App | Description |
|---------------|-------------------------------|
| Adobe Reader | PDF reader |
| Book Creator | iPad multimedia |
| File Explorer | Access to network file shares |
| Find iPhone | Device locator |
| iRDP | Connect to desktop remotely |
| Mod.Gov | Council Minutes |
| Pages | Word for iPad |
| Numbers | Excel for iPad |
| Keynote | PowerPoint for iPad |
| VPN | BCC VPN credentials |

Support for these apps will be available during normal office hours via the ISB Servicedesk.

5. Use of iPads for Personal Purposes

The iPad is provided for lawful business purposes only and is for your sole use in your role as a Councillor. Adherence to the Councils Computer Use Policy is mandatory prior to using the iPad device. The Computer Use Policy applies to all Council employees and members.

All preinstalled software on the iPad will be paid for via a corporate App store account. At times the Council may wish to install additional apps to all Councillor iPads for Council business. In this case the council will pay for the apps using the corporate App Store Account and either arrange installation remotely or with Councillors on an individual basis.

In addition Councillors may install their own apps to assist in their duties however to do so requires the creation of a personal App Store account, to enable the purchase, download and installation of the apps. Many apps are free but if there is a cost associated with a chosen app then it is the responsibility of the Councillor to pay for any App in addition to those outlined above via their own App store account.

No software should be installed that is used to contravene the Computer Use policy.

If you cease to be a member of Belfast City Council all apps will be removed from the iPad when it is returned to the Council but rights to use the app will remain in place

with the App Store account that was used for the original purchase and as such can be used with a different personal iPad device.

In addition, members will be provided with 7GB of online storage space where they can save documents, presentations, PDFs, pictures, etc. Should the member require more storage this will have to be purchased personally through the members personal account.

6. Internet Connectivity

The iPad will be set up with access to the council's wireless network within the City Hall.

For access outside the City Hall the iPad can connect to other wireless networks and in addition the iPad is fitted with a Vodafone data SIM card which will provide access to the internet using the Vodafone mobile data network. The download limit is 3GB per month which has been assessed as being more than suitable to realise all the remote benefits associated with the iPad. Should members use more than 3GB allowance, additional costs will be recovered in the same way we recover additional charges for mobile phones.

7. Installation of Additional peripherals

You may purchase your own peripherals for use with the iPad. It is not necessary to inform ICT of any peripherals that you intend to use but ISB will not provide support for additional external devices used with this device. The iPad will come with a suitable case.

8. Support

Technical help and support will be provided in house by ISB. The ISB Servicedesk can be contacted on 028 9027 0717 or ext 4444. Support is provided during normal office hours, Monday to Friday 9:00am to 5:00pm.

9. Loss of device or accidental damage

The iPad device is provided by the Council under a similar arrangement to pc's and laptops. Any incidents of theft or damage should be reported immediately to the ISB Servicedesk and/or to a senior member of staff within the Democratic Services section. Should the device be lost or stolen the ICT department will remotely wipe all information from the device.

In line with the computer use policy, the following safety precautions should be adhered to

- When in transit, iPads must be carried in the locked boot of your vehicle.
- iPads should not be left unattended in a vehicle and iPads must not be left in vehicles overnight.
- If left overnight in Council offices, iPads must be kept in a secure place, for example, in a locked drawer, cupboard or safe with the keys taken away from the office or removed to a secure place.

10. Training

Prior to the issue of the equipment, all Councillors must undergo a formal training session. Training will be customised to individual needs.

Equipment will not be issued unless training has been completed and the declaration below signed.

11. Physical Security of iPads

Each iPad device will be issued with a standard PIN code and it is the responsibility of individual Members to reset the PIN code on the device and to ensure that it is continually protected with said pin code. PIN codes should be held securely and not disclosed to other individuals.

12. Data Security

Whilst the equipment will remain the property of the Council, the Council will not accept responsibility for any data that is stored on the equipment. Sections 4/5 clearly highlight that the equipment should be used for lawful business purposes. In the event of any inappropriate data being identified on the device, this will be referred to the Head of ISB who, having considered the matter and taken appropriate advices, will decide on the most appropriate course of action.

Declaration

I, Alderman/Councillor _____
 (Block Capitals) hereby declare that I have read, fully understand and accept this agreement for the provision of I.T. equipment and I understand that by accepting the iPad I will no longer receive a printed copy of the report packs, Minute book or remembrancer.

Signed, _____ Date: _____