CITY OF STOUGHTON
DEPARTMENT OF INFORMATION
TECHNOLOGY AND MEDIA SERVICES
321 S. Fourth Street
Stoughton, WI 53589

JOHN T. MONTGOMERY
DIRECTOR
jmontgomery@ci.stoughton.wi.us

Elected Official use of Personal Computing Devices - POLICY

Welcome to the City of Stoughton Common Council. Shortly after council reorganization, you will receive an electronic Note Pad. For viewing/downloading meeting packets and agendas, the city provides a note pad that will connect to the City of Stoughton Public Wi-Fi. To maintain the integrity and security of our city network we ask this device be used for the single purpose of conducting city business.

City IT/Media staff shall install any necessary applications, create shortcuts and provide limited support for these devices for the duration of your service to the City of Stoughton.

This Note Pad shall become your property and throughout your service as and Alder, limited support will be provided by the city. Should the device become inoperable through normal wear and tear the city at its discretion will replace the device.

If an elected official chooses not to use a device provided by the city and wishes to use to use their personal device, it is understood:

a. City IT/Media staff are not authorized to perform any changes or additions to personal devices. Including but not limited to:
    i. Application downloads
    ii. Creating desktop shortcuts

b. Users will be provided with the public Wi-Fi SSID and password.

c. It is the responsibility of the user to insure that all device updates and patches are kept up to date and appropriate virus protection software such as McAfee or Symantec is installed and up to date.

Questions regarding this policy should be submitted in writing to the Director of Information Technology and Media Services.

_____ _____

Signature Date