TABLET POLICY

1. DATA PROTECTION AND SECURITY
   • All tablets must be encrypted and protected by the Sophos Protection software. This will be managed centrally by East Coast Community Healthcare’s IT Department.
   • The tablets will be for Lowestoft Town Council purposes only. Do not set up your personal email address, or any other email accounts, on this device.
   • Do not link up, download or otherwise access personal third party apps or services, including on-demand TV and other media streaming services
   • You will be required to set a password to access the tablet. You will receive a prompt periodically to change their password, in line with East Coast Community Healthcare’s security measures.
   • The password must be unique and must not be recorded. If a password is forgotten please contact a member of staff.
   • You must not jailbreak your device (modify or remove restrictions to allow access to restricted sites or the downloading of prohibited software), or otherwise hack or tamper with it.
   • Tablets will be distributed to Councillors on the agreement that they will be returned to Lowestoft Town Council immediately should a Councillor’s term of office end for any reason.

2. USER RESPONSIBILITY
   • Your tablet must be transported in a suitably protective case (such as a sleeve or padded backpack).
   • Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
   • Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
   • Do not leave your tablet unattended.
   • Do not keep, or leave your tablet unattended in vehicles.
   • Keep your tablet safe and secure at all times. You should know where your tablet is at all times.

3. LOST, DAMAGED OR STOLEN DEVICES
   • If your device becomes lost or has been stolen, report it to a member of staff immediately.
   • If your device has become damaged, report it to a member of staff and hand the device in to the office.
   • You must not carry out repairs to your tablet.
   • You must not solicit any individual or company to repair your tablet on your behalf.

4. SAFEGUARDING AND E-SAFETY
   • Do not tamper with any tablet belonging to other Councillors. Anyone found trying to access another Councillor’s device or associated content will be subject to disciplinary action.
   • If a tablet is found, hand it in to the office immediately.
   • Do not take photographs of others without their express permission.
   • You are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
   • You are forbidden from using your tablet to partake in illegal activities of any kind.
• Do not use your tablet to post images, movies or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded.
• Your tablet and any content are subject to routine and ad-hoc monitoring. You must surrender your device upon request by the Town Clerk.

5. PERSONAL USE
• Your tablet is not permitted for personal use. It has been provided for Lowestoft Town Council-related use only.
• Do not grant access to your tablet to anyone, unless expressly authorised to do so by the Town Clerk.