POLICY: PAPERLESS AGENDA AND TABLET DEVICE USE

I. **General Statement:** Eden Township Healthcare District ("District") finds that the use of a tablet device (iPad) will assist the members of the Board in the efficient performance of their duties, and thereby improve service to the public. Use of a tablet device will allow for electronic transmission of agenda materials to the Board Members resulting in cost savings with respect to printed materials and lessening the environmental impacts associated with the use and disposal of paper products. This Policy shall provide guidance regarding what are, and are not, appropriate uses for this important business tool to comply with all applicable laws concerning hearings and deliberating procedures involving due process, and the provisions of the Brown Act and the Public Records Act.

   a. Section II below sets forth guidelines that apply to the use of District-issued iPads.

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication.

II. **District Issued iPads:** Each member of the Board of Directors is eligible to receive a District-issued iPad with Wi-Fi connectivity, a device case, device charger and a screen protector for use during his or her term or employment. Board Members currently have a District email account that will be used to send official District documents, including without limitation District Board Agendas, Staff Reports, and the like. Each Board Member will have access to the Internet through this iPad via a password protected District WiFi connection, made available during Board Meetings and/or a home WiFi connection or WiFi hotspot. Board Members shall return the iPad to the District upon resignation, termination or expiration of term.

   a. **California Public Records Act:** The District-issued iPads are tools for Board Members to conduct District business, including any committees to which they are assigned or elected. Thus, use of the iPad will be solely for District-related purposes, i.e., to review electronic Board agenda materials, research relevant topics, obtain useful information for Board-related business, and conduct business communications as appropriate. All of the District's computer systems, including the iPad, are considered to be public property. Subject to the narrow exceptions in the Public Records Act, all documents, electronic records, files, and email messages accessed on the District issued iPad and all usage reports are considered public records, are subject to the California Public Records Act, and are considered the property of the District.

b. **Security Precautions and Breaches:** A Board Member shall not download files from sources which he or she has any reason to believe may be untrustworthy nor shall he or she open and read files attached to email transmissions unless the Board Member believes they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the District's systems. Board Members will be held accountable for breaches of security caused by files obtained for non-business purposes.

c. **District Jurisdiction and Personal Privacy:** The District reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices which are the property of the District, in order to assure compliance with this policy. Board Members do not have any personal privacy right in any matter created, received, stored in, or sent from any District iPad and Board Members shall authorize the District Chief Executive Officer to institute appropriate practices and procedures to assure compliance with this policy.

d. **Intended Use:** The District-issued iPads are intended to be used for legitimate District business reasons with the goal of improving service to the public.

e. **Software Downloads (App) Restrictions:** The iPads will be equipped and periodically updated by the District with such applications and software as may be reasonably necessary and appropriate to perform and assist with official duties. Board Members may not download additional applications and software unless the application or software appears is approved by the District. Any software, email messages, or files downloaded via the Internet onto the District systems become the property of the District and may only be used in ways that are consistent with District policy and applicable licenses and copyrights.

f. **Code of Conduct:** Board Members shall not use District-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose prohibited by law or that interferes with normal District business activities. The District's Board Members Code of Conduct and all existing District policies will continue to apply to Board Members with regard to the Internet and in the use of email; including but not limited to those that deal with misuse of District resources, sexual harassment, information security, and confidentiality.

g. **District Liability:** iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the District and may impact the reputation of the District. Board Members shall refrain from making any profane, discriminatory, or violent statements in any Internet forum or from committing any other acts which violate the law and could expose the District to liability.

h. **Individual Notations and Confidentiality:** Records regarding the use of the device and electronic "notes" made by the Board Members on agenda or related materials may be, but are not necessarily, exempt from disclosure under the Public Records Act pursuant to the "deliberative process" privilege. The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Board Member notes and materials stored on iPads will be entirely exempt from disclosure.

i. **Malicious Use:** Board Members shall not use District electronic communications equipment to deliberately promulgate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

j. **District Electronic Communications Content:** Board Members shall not use a District email account to send any messages of a profane, discriminatory or violent nature.

k. **District Electronic Communications and the California Brown Act:** Board Members shall not use any email, instant messaging or other communication program during any Board of Directors meeting, nor shall any Board Member use the iPad in any manner that constitutes a violation of the open meeting requirements of the Brown Act.

l. **Damage and Loss Procedures:** All District iPads shall be secured with a password. All lost or stolen and/or damaged iPads shall be promptly reported to the District (ideally within 24 hours).

m. **Confidential Data:** District Confidential Data, defined as personnel records, internal investigations, information relating to or potential litigation, attorney-client communication, information relating to labor negotiations or information relating to confidential real estate negotiations, shall continue to be printed in hardcopy format. When Board Members, the Chief Executive Officer, or Committee Members receive confidential information it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, should the situation arise, Board Members, the Chief Executive Officer and Committee Members shall exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others. No Board Member shall make an electronic copy of any Confidential Data for storage on the District iPad or any other electronic device or cloud.

n. Board members may in their discretion, decline acceptance of an iPad. In such instance, that Board member may receive Board meeting materials for regular, special and committee meetings in paper. Board members who receive an iPad shall not be entitled to receive materials on paper.

APPROVED BY THE BOARD OF DIRECTORS

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Ed Hernandez (Date)	Roxann Lewis (Date)
Chair, Board of Directors	Secretary, Board of Directors

Approved: 08/21/19

Reviewed: 12/04/24, 10/20/26

Revised: 10/20/26

EDEN TOWNSHIP HEALTHCARE DISTRICT
IPAD AGREEMENT
FOR BOARD MEMBERS

I, the undersigned Eden Township Healthcare District Board Member, have been provided a copy of the Eden Township Healthcare District Paperless Agenda and Tablet Device Policy ("Policy") and understand its contents fully. I accept and understand terms of the Policy and agree to abide by all terms contained in it.

I will reimburse the District for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the District's iPads.

_____
Board Member *(Please Print Name)*

_____
Board Member *(Signature)*

_____
Date