**Sycamore Township Electronic Device Policy**

Purpose

This policy establishes rules for the use of Sycamore Township (“Township”) owned electronic devices by the employees of Sycamore Township. Electronic device includes, but is not limited to, cell phones, tablets, laptops, and computers. Township owned electronic devices are property of the Township and the Township Administrator and/or individual Department Heads will determine which employees will be assigned a Township owned device.

Damage or Loss of Device

Employees given a Township owned electronic device are responsible for the safekeeping, care and custody of the device assigned to them. Employees shall immediately report loss, theft, or damage of the device to their Department Head and the Township reserves the right at its sole discretion to decide whether to replace such device.

If a device breaks, the Township may pay for one (1) replacement device in a 24-month period. The employee will be responsible if more than one (1) breakage occurs in one 24-month period.

Cell Phones

The Township wall pay for the lowest model smartphone up to $299.99. If the employee wishes to upgrade to a more expensive model, the employee will be responsible for the difference in price between the Township issued smartphone and the upgrade. The Township will provide one case and one screen protector per smartphone.

Once eligible, an employee who wishes to upgrade a Township issued cell phone within 24 months of receiving a Township issued cell phone must pay for the entire purchase price of the upgraded device.

Employees are eligible for a replacement cell phone every 24-month period. The employee’s Department Head has the sole discretion to reassign Township issued cell phones as replacements. An employee has the option to purchase the issued phone at a depreciated value determined by the trade-in value of the lowest value smartphone based on good/average condition. If the smart phone is damaged, the purchase price may be reduced as determined by the Township’s phone provider and approved by the employee’s Department Head or Township Administrator

Upon resignation or termination, the employee has the option to immediately surrender the cell phone or purchase the cell phone at a depreciated value. If the employee chooses to surrender the cell phone, the monthly service package will be immediately discontinued. If the employee chooses to purchase the cell phone, the purchase price will be at a depreciated value determined by the trade-in value of the lowest model smart phone as listed by the Township’s phone provider based on cell phone’s condition. If the device is damaged, the purchase price may be reduced as determined by the Township’s phone provider and approved by the employee’s Department Head or Township Administrator

Exempt employees are required to carry and answer their Township issued cell phone at all times. Non-exempt employees must carry and answer their Township issued cell phone while on-duty. Non-exempt employees are prohibited from using their Township issued cell phone while not on-duty.

Employees may use their Township issued cell phone for personal calls and messaging provided that it does not interfere with the timely performance of assigned duties and does not result in excess charges. Employees issued Township owned cell phones, or those who use a personal cell phone to conduct official Township business, understand they are subject to Public Record Laws.

Employees not issued a Township owned cell phone, but who use the cell phone to conduct official business of the Township, are eligible for a reimbursement of $65.56 per month unless otherwise specified in the employee’s employment contract.

Use of a Township issued cell phone while operating a motor vehicle or piece of equipment in the performance of an essential function of the employee’s position shall be prohibited. Employees are encouraged to use “hands free” devices or to pull over in a lawfully designated area to park the vehicle and continue to make or take any call. Employees must adhere to Ohio’s distracted driving laws with respect to the use of all electronic devices.

Other Township Electronic Devices

All Township owned electronic devices, not including Township issued cell phones, may be accessed at any time by authorized officials of the Township. Employees should have no reasonable expectation of privacy in anything they create, store, send, or receive using these devices.

Employees are permitted to use Township owned devices for Township related activities only and not for personal purposes.

Upon separation or termination with the Township, employees who have been issued an electronic device must immediately surrender the device to their Department Head.