

**RESOLUTION NO. 011226-02**

**A RESOLUTION ADOPTING A POLICY FOR ISSUANCE, USE, MAINTENANCE, AND RESPONSIBILITY  
OF VILLAGE ISSUED DEVICES**

**WHEREAS** the Village Board authorized the purchase of Surface Pro Tablets; and

**WHEREAS** the Village Board desires to transition to a paperless Village Board meeting packet;  
and

**WHEREAS** the Village Board acknowledges the need for a policy on issuance, use  
maintenance and responsibility of Village issued devices;

**NOW THEREFORE BE IT RESOLVED** the Village Board adopts the following policy as it relates  
to Village issued electronic devices:

**Purpose**

This policy establishes guidelines for the issuance, use, care, maintenance, and responsibility of Village-issued electronic devices provided to Village Trustees to support official Village business, ensure responsible stewardship of public resources, protect Village data, and comply with Wisconsin law.

**Scope**

This policy applies to all Village Trustees issued Village-owned electronic devices, including tablets, laptops, smartphones, accessories, and related software or services ("Devices").

**Issuance of Devices**

Devices are issued at the discretion of the Village Board or its designee solely for official Village business. All Devices remain the property of the Village. Trustees must acknowledge receipt and agreement to this policy. Devices must be returned upon expiration of term, resignation, removal, or upon request.

**Authorized Use**

Devices are for official Village business. Limited incidental personal use is permitted if it does not interfere with duties, create cost to the Village, violate law or policy, or compromise security. Devices shall not be used for political campaigning, private business, or unlawful purposes. Devices shall only be used by the authorized official.

**Security and Data Protection**

Trustees shall safeguard Devices from loss, damage, or unauthorized access; maintain required passwords; and not bypass security controls. Loss, theft, or suspected data breaches must be reported immediately.

**Public Records and Open Meetings**

All Village-related content on Devices is subject to Wisconsin Public Records Law (Wis. Stat. §§ 19.31–19.39). Trustees must comply with Open Meetings Law (Wis. Stat. §§ 19.81–19.98) and records retention requirements under Wis. Stat. § 19.21. No records or emails may be deleted from the device.

**Maintenance and Support**

The Village is responsible for authorized support, maintenance and repairs. Trustees shall not attempt to install unapproved software, modify the operation of devices or arrange repairs independently.

**Loss, Damage, and Financial Responsibility**

The Village shall cover normal operating costs and routine maintenance. Trustees may be held financially responsible for loss or damage resulting from negligence, misuse, or intentional acts, as determined by the Village Board.

**Return of Devices**

Tablets and accessories must be returned upon expiration of the Trustee's term, resignation, removal from office, upon request of the Village Board, or upon request of the Village Administrator for service.

**No Expectation of Privacy**

Trustees shall have no expectation of privacy in Village-issued tablets. The Village reserves the right to access or retrieve data for lawful purposes, including public records requests and litigation holds.

**Policy Administration**

This policy is administered by the Village Administrator and may be amended by Village Board resolution.

Approved and Adopted this 12<sup>th</sup> day of January, 2026.

Village of Fontana on Geneva Lake  
Board of Trustees

By: 

Patrick Kenny, President

Attest: 

Bonnie Liptak, Clerk

"The undersigned agrees to comply with all terms of this Resolution"

X \_\_\_\_\_  
Printed name of authorized Village Official

Date \_\_\_\_\_