

## **Electronic Tablet Policy**

*The Students' Council approved, on the 23<sup>rd</sup> of November 2012, the purchase of three electronic tablets and this document governs their usage.*

### **1. Purpose of the electronic tablets**

- 1.1 The purpose of these electronic tablets is for Office Bearers and Staff to use for the purpose of their roles within the Union, namely for, but not limited to meetings;
- 1.2 These electronic tablets are strictly for the purposes outlined above, and not to be used for personal purposes;
- 1.3 Users shall limit their usage of these electronic tablets to email, social media, any websites relevant to their role in the Union, as well as accessing any documents and papers relevant to their role;
- 1.4 These electronic tablets are the property of the Union and not the property of the person or persons using them.

### **2. Governance of the electronic tablets**

- 2.1 Usage of the electronic tablets will be through a booking system to be administered by the Projects and Administrative Officer;
- 2.2 This booking system shall be fair and give preference to those who request a booking first;
- 2.3 One of the electronic tablets shall preference the General Manager for the purpose of fulfilling their role;
- 2.4 One of the electronic tablets shall preference Office Bearers participating in the Student Representative Network (SRN) for the purpose of attending meetings as outlined in the SRN policy;
- 2.5 Office Bearers may utilise these electronic tablets to conduct surveys and so on with the student body;
- 2.6 The storage and charging of the electronics tablets will be the responsibility of the Projects and Administrative Officer, and in their absence will be administered by the Clubs and Societies Administrator;
- 2.7 Damage to these electronic tablets will result in that individual's ability to maintain continued use the electronic tablets, as well as their being held liable for the costs of any repairs.
- 2.8 Students' Council accepts and acknowledges that from time to time, users may use the electronic tablets for personal use.