



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> ITB	<b>Meeting Date:</b> 02/04/2026
<b>ID Number:</b> 26-02936	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Name of Submitter:</b> Chris Pofahl	<b>Target Next Board/Council Meeting Date:</b>
<b>Agenda Item Title:</b> Review and Approve additions to the Acceptable Use Policy	

### Issue Before the Board/Council:

The CIS Critical Security Controls recommend that organizations maintain several core policies to protect their systems and data. One of these is an Acceptable Use Policy, which explains how employees are allowed to use City technology, devices, and data.

Acceptable Use Policies can look different from one organization to another, but they typically outline three key points:

- What users are allowed to do with organizational data
- How City-owned devices may be used
- How information may be shared or transmitted

Because mobile devices are a common part of daily work, it's also important to define how they are managed and used. Instead of creating a separate mobile device policy, we added language to the existing Acceptable Use Policy to cover expectations for City-issued phones, tablets, and other mobile equipment. This keeps all related guidance in one place and makes the policy easier for everyone to understand and follow.

**Options & Alternatives:**

**Additional Details:**

**What is the Strategic Plan Priority this item relates to:**

**What impact will this item have on the Strategic Plan Priority?**

**Financial Remarks:**

**Suggested Motion:**

Approve the changes to the Acceptable Use Policy as presented.

**Reviewed By:**

**Finance Director**

Joseph P. Ciurro

**Date Reviewed**



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<b>City Attorney</b> Brian Running	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown	<b>Date Reviewed</b>