APPENDIX 2: Portable devices – brief overview

Device	Advantages	Disadvantages
Tablets	- Fast to start up - Portable - Ease of use - Touch screen - Councillors image - demonstrates a forward thinking Council - Can use offline to deal with constituent enquiries, demonstrating engagement with the community and a forward thinking organisation that cares for its residents - Some models have options for 3G or 4G connectivity to allow access where there is no WIFI connection - Full rollout reduces the cost of printing reducing paper and transport - Presenting a lesser risk than printed reports and agendas - Some tablets use full application of Microsoft packages	- Can be expensive to maintain - Member training on how to use - Not all have expandable memory - Some lack 3G connectivity - Web browsing can drain the battery 3G tablets require a data plan contract with ongoing expense
IPads – a form of tablet made by Apple and works on Apples own operating system designed specifically for mobile devices	- Fast to start up - Ease of use - Reduced support with regard to functionality - Can use offline to deal with constituent enquiries, demonstrating engagement with community and a forward thinking organisation that cares for its residents - Option for 3G or 4G connectivity to allow access where there is no WIFI connection - Able to "wipe" data remotely if a device is lost or stolen. - Presenting a lesser risk than printed reports and agendas - Touch screen - Ability to use "face time" to interact with other Members / constituents to reduce the cost of travel - Full rollout reduces the cost of printing reducing paper and transport	- Easy to drop and break - Member training on how to use - Web browsing can drain the battery - Does not have an expandable memory - Unable to access 3/4g if model purchased does not have this facility enabled. - If purchase 3g tablet additional costs will be incurred - Microsoft packages not available - No flash player

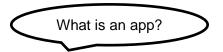## APPENDIX 2: Portable devices – brief overview

Device	Advantages	Disadvantages
Laptops	• Standardised solution that ICT already supports at SDDC • Use of Microsoft Packages • Known methods for dual factor authentication – though this can also be seen as a barrier • Full rollout reduces the cost of printing, paper and transport • Full sized keyboard makes typing easy and comfortable	• Bulkier and heavier than a tablet • Can be slow to start up compared to tablets • Cost much higher than a tablet/Ipad • 3G connectivity requires a 3G dongle as an extra expense.

What is a tablet?

Tablets are portable, slim, internet-connected computers. They are bigger than smartphones but operate in a similar way with touchscreens and downloadable apps.

They are thinner and lighter than laptops and do not havea built in keyboard. Instead, you type on a pop-up on-screen virtual keyboard. It is possible to purchase keyboards or pens if required.

It is possible to connect to the internet, for example to browse the web. This is enabled via a Wi-Fi connection, or on some models 3G. 3G models allow access where there is no WIFI connection provided that a data package has been purchased.; this is at an additional cost to the hardware.

What is an app?

Short for application, an app is a program that can perform specific tasks. It could be a game, a piece of office software, a news or weather program or a Council program to name a few. The Members' IT Protocol will specify which apps will be preloaded and the policy for using/purchase of additional apps.