



LAPTOP COMPUTER POLICY

BIG THINK CAPITAL, Inc. is issuing laptop computers to certain employees. Employees shall exercise appropriate professional judgment and common sense when using BIG THINK CAPITAL's laptop computers, equipment and accessories.

All laptops, equipment and accessories are BIG THINK CAPITAL property and are provided to BIG THINK CAPITAL employees for a period of time as deemed appropriate by the BIG THINK CAPITAL. As a condition of their use of BIG THINK CAPITAL's laptop computers, employees must comply with and agree to all of the following:

- Prior to being issued one of BIG THINK CAPITAL's laptops, Employees will sign the Laptop Acceptance Form and agree to all outlined policies.
- Employees should NOT attempt to install software or hardware or change the system configuration including network settings.
- Employees are expected to protect laptops, equipment and accessories from damage and theft.
- Each Employee is monetarily responsible for any hardware damage that occurs off practice premises and/or software damage (including labor costs).
- Employees will not be held responsible for computer problems resulting from regular work-related use; however, Employees will be held personally responsible for any problems caused by their negligence as deemed by BIG THINK CAPITAL.
- Employees will provide access to any laptop computer or accessories they have been assigned upon BIG THINK CAPITAL's request.

General Laptop Rules

You are responsible for protecting your laptop from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that your laptop is secure at all times. All conceivable situations cannot be covered in this document. Employees must realize that common sense should be your guide when faced with unusual or unforeseen situations.

General Rules

- Power off your laptop whenever it is not in use. Do not carry the laptop in suspend or hibernation mode.
- Keep your laptop close to you and in sight. Otherwise, keep it locked away securely. It only takes a moment for a thief to walk away with your laptop.
- Never store passwords with your laptop or in its carrying case.
- Do not place drinks or food in close proximity to your laptop.

While at the Office

- When away from your desk, leave your laptop in locked / "log in required" protection status.



- Laptops should be taken home at night or secured out of sight in a locked drawer, cabinet, or locked overhead compartment of your desk.
- Make sure that the laptop is in locked / "log in required" status if you need to walk away from your laptop - - even if you remain in the meeting room.



LAPTOP POLICY ACCEPTANCE FORM

I understand that all laptop computers, equipment and accessories that BIG THINK CAPITAL has provided me are the property of BIG THINK CAPITAL. I agree with, and will adhere to all of the aforementioned rules and guidelines. I understand that I am financially responsible for any damage to or loss of the laptop computer, equipment and accessories in the event I do not follow these rules.

In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of BIG THINK CAPITAL.

I will not allow any other individuals to use the laptop issued to me and/or the related equipment and accessories that have been provided to me by BIG THINK CAPITAL.

I agree to adhere to all HIPPA guidelines regarding patient information.

I agree to return the laptop and accessories in my possession immediately upon termination or in the alternative; BIG THINK CAPITAL may withhold the replacement cost of the laptop/accessories from my last paycheck.

I will report damage or suspected problems immediately to BIG THINK CAPITAL

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of BIG THINK CAPITAL's laptop computers, equipment and accessories and may result in further discipline up to and including termination of employment and/or other legal action.

Items Loaned Out :

Laptop Headset Monitor Mouse Charger

Laptop Serial Headset Serial Monitor Serial

Agreed to this _____

Employee