



LAPTOP AGREEMENT

I acknowledge that I have been assigned a laptop computer and air card on _____. I understand that this equipment is for business use only and that unless it is assigned to another THA Group employee, while it is in my possession I am the only authorized user. I understand and agree that I will not load or allow to be loaded any software not expressly approved by the system administrator. I understand and agree not to change or allow anyone else to change any settings on the laptop. Security codes are highly confidential. I agree not to share my login or password with any other person or attempt to access the computer system with a security code other than my own. In the event that my security code becomes known to another person, I will notify the system administrator so that a new security code can be issued. I understand that the air card is only to be inserted and connected when authorized use of the laptop is required.

This equipment is the property of THA Group and I understand that it is to be returned to the office when I am not working. I further understand that while I am provided this equipment for the performance of my duties, this equipment may be assigned to other employees at any given time and that I may not always be assigned the same equipment. I understand that the power cord, car charger and other accessories are components of the laptop and must be kept with the laptop at all times. **At such time that I am no longer assigned this laptop, all accessories must be returned with the laptop, or I will be responsible for the cost of the laptop and the accessories.** I understand that to prevent damage, the external air card must not be left in the laptop when not in use.

In the event that damage occurs to the laptop, power cord, car charger or other accessories-that I was issued and it is determined that the damage is due to my negligence, I understand that I may be held financially accountable. In certain circumstances, a performance corrective action may be issued. I further agree to abide by the following guidelines for care of the laptop:

- Keep food and drink away from the laptop
- Avoid using laptop in a public area – keep protected health information away from public view at all times
- Avoid exposing laptop to extreme heat or cold
- Refrain from setting anything on the laptop as the LCD display could be damaged
- Keep the cover closed when not in use
- Clean the outside of the laptop per policy
- Avoid spraying anything on the display
- **Maintain security of the laptop at all times; i.e. do not leave it in the car where it can be seen; either take it with you or lock it in the trunk**
- Refrain from getting the laptop wet
- Turn the power off before closing the cover
- Closing it without turning off the power may put it in standby mode which continues to drain the battery.
- Do not store laptop in vehicle overnight
- Do not expose the laptop to magnets or magnetic devices
- Protect the laptop at all times from falling or being dropped
- Keep air card disconnected and removed from the laptop when authorized use is not required.

I agree to the terms set forth in this agreement.

User

Date

System Administrator

Date