



### TABLET AGREEMENT

I acknowledge that I have been assigned Dell Tablet \_\_\_\_\_ on \_\_\_\_\_. I understand that this equipment is for business use only and that 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 tablet. 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.

**This equipment is the property of THA Group and I understand that it is to be returned to the office when I am on vacation or leave of absence.** 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 accessories are components of the tablet and must be kept with the tablet at all times. **At such time that I am no longer assigned this tablet, all accessories must be returned with the tablet, or I will be responsible for the cost of the tablet and the accessories.**

**In the event that damage occurs to the tablet or 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 tablet:

- Only keep connected to the hot spot when documenting
- Keep food and drink away from the tablet
- Avoid using tablet in a public area – keep protected health information away from public view at all times
- Avoid exposing tablet to extreme heat or cold
- Refrain from setting anything on the tablet as the LCD display could be damaged
- Keep the cover closed when not in use
- Clean the outside of the tablet per policy
- Avoid spraying anything on the display
- **Maintain security of the tablet 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 tablet 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 tablet in vehicle overnight
- Do not expose the tablet to magnets or magnetic devices
- Protect the tablet at all times from falling or being dropped

I agree to the terms set forth in this agreement.

\_\_\_\_\_

User

\_\_\_\_\_

Date

\_\_\_\_\_

System Administrator

\_\_\_\_\_

Date