

LAPTOP COMPUTER POLICY

All laptops, equipment and accessories are KT Opportunities property and are provided to KT Opportunities employees for a period of time as deemed appropriate by the KT Opportunities. As a condition of their use of:

KTo's laptop computers, employees must comply with and agree to all of the following:

- Prior to being issued one of KTo'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 KT Opportunities.
- Employees will provide access to any laptop computer or accessories they have been assigned upon KTo'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. Employee 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.
- Use laptop lock-down cable systems whenever possible.
- Personal use of the laptop, equipment and accessories is prohibited



- 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.
- Other forms of user authentication should be kept separate from your laptop at all times.
- Travel without your laptop if it is not needed.
- Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touchpad that has been damaged by excessive dirt.
- 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.
- Do not leave your laptop unattended if you leave the meeting room. Ensure that someone is designated to remain in the room with any laptops, or that the laptops are secured to immovable objects, or that the meeting room door is locked.

While Traveling In a Personal or Rental Car

- Extreme temperatures can damage a laptop. You should not leave a laptop in an unattended vehicle.
- If you must leave your laptop in an unattended vehicle for a short period of time, always lock your laptop in the trunk of the car. A visible laptop is a target. This should also apply to your



daily commute, as you never know when you may decide to make a “quick stop” for milk or coffee.

- On rare occasions when a vehicle may not have a trunk or lockable compartment, the laptop must still be locked in the vehicle and stored out of sight.

In Hotels

- Never leave your laptop unattended in hotel rooms.
- If you leave your room for any period of time, secure your laptop in the room safe. If a room safe is too small or unavailable, lock your laptop in your travel luggage.
- Always attempt to keep evidence that you may be traveling with a laptop out of site.
- Store the carry case and peripherals, such as a mouse and a charger, in your travel luggage.

While Traveling by Air

- Check with your airline to verify whether laptops can be carried on the plane.
- Always carry your laptop with you; only place your laptop in checked baggage if required by the airline or airport security.
- If required by airport authorities, associates may place electronic communication devices and encrypted laptops in their checked luggage.
 - All devices must be powered off before they are packed. Remove the battery from
 - laptops.
 - Wrap your laptop in soft foam or bubble wrap to cushion it.
 - If possible, pack your laptop in luggage rather than your briefcase. This will make it less
 - conspicuous to thieves.
 - Lock all luggage and briefcase compartments with a lock approved by the Transportation Safety Administration (TSA).
- Beware of staged delays at security checkpoints; many thieves use this tactic to steal laptops. Do



not send your laptop through the screening devices until you are about to pass through the checkpoint. Keep your laptop close to you at all times. If an overhead compartment within an unobstructed view is not available, consider placing your laptop underneath the seat in front of you.



LAPTOP POLICY ACCEPTANCE FORM

I understand that all laptop computers, equipment and accessories that KT Opportunities has provided me are

the property of KT Opportunities. 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 KT Opportunities.

I will not install any additional software or change the configuration of the equipment in the any way.

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 KT Opportunities.

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

I will report damage or suspected problems immediately to KT Opportunities technical support.

I will not use the laptop/accessories for personal use.

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 KT Opportunities laptop computers, equipment and accessories and may result

in further discipline up to and including termination of employment and/or other legal action.



Agreed to this

_____ day of _____, 2018.

Employee

Signature

Item	Loaned	Condition
Laptop Computer	Yes___ No___	New___ Used___ Damaged___
Power Supply and Cord	Yes___ No___	New___ Used___ Damaged___
Mouse	Yes___ No___	New___ Used___ Damaged___
Laptop Bag	Yes___ No___	New___ Used___ Damaged___







