



**BPN-RPC, Staffing**

# Laptop and Tablet Policy

## Overview

BPN-RPC's intentions for publishing a Laptop and Tablet Policy is not to impose restrictions that are contrary to BPN-RPC's established culture of openness, trust and integrity. The rules outlined below are in place to protect employees, contractors and BPN-RPC to reduce exposure to risks including virus attacks, compromise of network systems and services, legal issues, and other unpleasant and preventable scenarios.

## Acceptable Use

BPN-RPC owned laptops and tablets are to be used for business purposes in serving the interests of the company during the course of normal operations. You are responsible for exercising good judgement regarding the reasonableness of personal use. Your supervisor can detail further guidelines appropriate to your position.

Follow common sense measures to protect your device from damage and theft: Keep your device protected with a case or sleeve, which BPN-RPC will purchase on your behalf. Do not leave your device in your car. Do not leave you device in extreme temperatures. Do not place your 40oz Big Gulp anywhere near your device, or use it as a Frisbee to show others how light it is.

Promptly report the theft or loss of any device, or the unauthorized disclosure of BPN-RPC proprietary information.

One day your device may go to someone else so please, no stickers, paint, glitter, or any other kind physical alteration to your laptop or tablet.

Don't attempt to install software or hardware or change the system configuration, including network settings, without prior consultation with tech support.

## Security Policy

All devices must be secured with a password that requires a login after the screen or device turns off or powers down. Passwords must not be shared with anyone, so tempting as it is, do not write passwords down and store then anywhere near the device.

## Compliance

Any exception to the above policies must be approved by your supervisor in advance. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination.

## Sign

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Signature

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Date

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First and Last Name