



Technology Device Release Agreement

Stepworks Recovery Centers provides technology devices (for example: laptop computers, computer tablets, and smartphones) to authorized team members for work purposes. Device use is subject to the company's policies/procedures and the conditions below. Stepworks reserves the right to suspend access at any time. All team members using Stepworks' technology devices must sign this agreement.

Stepworks team members must...

- take all reasonable precautions against losing or damaging the devices
- inform a supervisor immediately if a device is lost or damaged
- keep the device in their possession at all times when travelling
- not use devices on public, unsecured networks to access the electronic medical record or protected health information
- **not** store or exchange PHI on their devices without removing all identifying information
- only store electronic data in encrypted workspaces (for example: Stepworks Google Drive)
- always lock screens when leaving the workstation
- set screens to automatically turn off after fifteen minutes of inactivity
- **not** access sensitive information in public areas where the screen is visible (airports, airplanes, coffee shops)
- immediately delete PHI received via text message
- use devices for work-related purposes (Incidental personal use on or offsite must be minimal and not interfere with company business, team member performance, or device functionality.)
- **not** install apps/software that impede device performance
- **not** install or uninstall software/apps/hardware without Stepworks' consent (Stepworks prohibits unapproved USB drives due to malware risks.)
- perform regular antivirus updates
- report viruses, trojan horses, or other malware to the technology officer immediately
- **not** allow unauthorized users to access company devices or accounts
- keep devices secure and password-protected
- **not** access company or patient information without authorization

- acknowledge that there is no guarantee of privacy (Stepworks may monitor/preserve user activity such as web browsing history, emails, and downloads.)
- report any violations to a supervisor immediately
- acknowledge that violations may result in revocation of device access and disciplinary action including termination
- return any equipment within seven days of termination or cessation of employment. Stepworks will take legal action against employees who breach this provision.

I have read, understand, and agree to this Technology Device Release Agreement. I understand I may be held liable for device loss/damage. I also understand there is no expectation of privacy in the use of company technology devices. I understand that violations of this agreement may result in revocation of device use and disciplinary action.

Team Member Name (Print): _____

Team Member Signature: _____ Date: ____ / ____ / ____

Device	Serial Number	Team Member Signature	Date	Device Return Date	IT Initials upon Return