



## BEGINNINGS AND BEYOND EMPLOYEE TABLET POLICY

The tablet has been provided to you to assist you in your job responsibilities. It is to be used for professional purposes. Employees are expected to exercise the same care and respect for the security and upkeep of the tablet and accessories as if it were the employee's personal property. The following guidelines are general in nature as not every possible scenario can be thoroughly described or known.

1. I agree to accept the full responsibility for the tablet and other accessories loaned to me. I understand that I am liable for any and all costs associated with replacing or recovering the tablet or accessories that may arise from my use of the tablet. Additionally, I acknowledge that I am responsible for any and all cost associated with reimbursing Beginnings and Beyond for the cost of repairing or replacing the tablet or accessories if lost, stolen, or damaged while in my possession.
2. I understand and acknowledge that I will use the equipment for work-related purposes only and the tablet and/or accessories are strictly prohibited from being taken out of the center by any employee.
3. I agree not to tamper with the hardware or software of the tablet and accessories or allow others to do so.
4. I acknowledge that it is my responsibility to deliver the tablet and accessories to administration for updates and/or checks upon notification by administration immediately.
5. In the event that my employment at Beginnings and Beyond ends, I understand that I must return the tablet and all accessories in working condition to the administration promptly before my departure.
6. Beginnings and Beyond reserves the right to require the return of the tablet from any employee at any time without notice. If return of the tablet is requested, employees have 1 hour to comply with the request.
7. I understand that I will be in default of this agreement if I: (1) fail to care for and maintain the condition of the tablet and/or accessories; (2) misuse or abuse the tablet and/or accessories; (3) loan the tablet and/or accessories to any unauthorized persons; (4) violate any of the terms or conditions of the agreement. Such default may result in your liability for the replacement cost of the tablet and/or accessories.
8. You are responsible for keeping the device secure and in working condition. Take every precaution to prevent damage.
9. If you misplace, lose, or damage the tablet, intentionally or not, while it is in your possession you must report it to administration immediately.
10. I agree to adhere to the guidelines for the proper care of the tablet and accessories listed below.
11. I agree to properly utilize and complete the tablet tracking form each day for each classroom I enter and/or exit when I utilize that classroom's tablet. Additionally, I understand that if I fail to take or return a tablet without properly documenting it, I may be liable for the cost of repairing or replacing the tablet if it is lost, stolen or damaged during the timespan in which it is signed out by me regardless if it is in my possession or not. In situations where multiple staff have signed out a tablet and the tablet is lost, stolen or damaged, all individuals attached to that tablet at the time it is lost, stolen or damaged are liable for the cost of repairing or replacing the tablet unless there is definitive proof of whom caused the tablet to be lost, stolen or damaged.

### Guidelines for Proper Care of the tablet

1. The tablet is not to be loaned to anyone.
2. Proper care must be given to the tablet at all times, included but not limited to the following:
  - Handle and store all tablet accessories properly.
  - Keep food and drink away from the tablet.
  - Do not leave the tablet out in extreme heat or cold.
  - Use the appropriate accessories for the tablet.
3. Proper security is to be provided for the tablet at all times, including, but not limited to, the following:
  - Secure the tablet in a safe place at the end of your shift or ensure it is signed off into the care of the individual taking over the room at the end of your shift.
  - Do not leave the tablet in the reach of the children or in any location where it may be susceptible to damage or theft.