

Computer Policies and Accountability

Employee Name: _____

Date: _____

Your signature below indicates that you understand and agree with the Webster Digital Marketing, Inc. (WDM) computer policies and accountability as outlined below. Although situations may arise which are outside of your reasonable control, your efforts can reduce the change of the computer issues to your by WDM (the computer in the rest of this document).

- 1) You are responsible for keeping the computer issued to you by WDM in good condition.
 - a) The computer should be protected from extreme heat and liquids.
 - b) The computer's screen protection and case (provided) should be kept on that computer at all possible times.
 - c) The computer should not be handled in a rough way and every effort should be made to avoid dropping the computer.
 - d) When the computer is plugged in to charge, a surge protector should be used.
- 2) You are responsible for following common sense procedures to avoid infecting this computer with a virus or malware.
 - a) Do not go to websites which are known to be sources of viruses.
 - b) Do not open file attachments in an email from someone you do not know and who is not affiliated with WDM.
 - c) Do not click on a link from someone you do not know and who is not affiliated with WDM.
 - d) Do not install any software which has not been approved by WDM.
- 3) You are responsible for the security of the data on this computer.
 - a) If you are using this computer in a public place, be sure that others cannot see the data on your computer.
 - b) Protect your computer with a pin and/or password.
- 4) You are responsible for the physical security of this computer. Do not leave the computer in a situation which is likely result in its theft.

Employee Name

Employee Signature

