

STS Technology Form

Name: _____

Date: _____

Position: _____

Upon hire, you may be assigned a technological device (i.e iPad, Laptop, Phone, Desktop, etc.). The following rules apply for these devices:

1. STS devices should be used to ONLY contact patients
2. STS devices can only be used for office use
3. iPads should always be in the employee's possession and can only be used by the assigned employee
4. iPads should be charged everyday (charging station is in the copy room)
5. STS device and accessories (i.e. chargers, screen protectors, cases, etc.) must be returned in the same condition as they were handed out at the end of employment
6. If the STS device or accessory is damaged or lost, it must be replaced with an identical item by the employee within 5 days
7. Each iPad and charger should be labelled and logged on the Google Drive, then shared with Leadership
8. All STS devices and accessories should be labelled and logged on the technology log

Signature: _____

Date: _____

Witness: _____