



7.9 PhotoBiz Personal Device Usage Policy, Authorization & Identification

Policy Purpose and Scope

The purpose of this policy is to outline the guidelines for limited use of personal computing devices for work related purposes.

Roles and Responsibilities

PhotoBiz requires that company-issued computing equipment (“computers”) be used as the primary equipment for performing any work pertaining to the Company. This includes, but is not limited to, developing software for PhotoBiz, assisting with customer support requests, and accessing internal Company information (e.g. the “S:” drive).

Limited to use of personal computing equipment (“personal computers”) for work related purposes, both on and off premises is allowed under the following guidelines and limitations:

1. Personal computers should not be used on an extended basis and are merely to serve as a brief stopgap, or backup, when work-issued computers are unavailable. The primary computing resource for the Company work must be work issued computers.
2. Reasonable measures must be taken to secure any sensitive PhotoBiz data residing on a personal computer from **any** non-PhotoBiz employee.
3. You must implement and maintain reasonable security measures on your personal computer. This includes, but is not limited to:
 - a. Using secure passwords, encryption, and other security measures to prevent unauthorized access and protect PhotoBiz assets;
 - b. Keeping our equipment up to date and patched with the latest operating system and security patches;
 - c. Refraining from installing or using questionable applications often used for potential malicious content without authorization of the IT department; and
 - d. Refraining from installing fraudulent, stolen, or otherwise cracked software for any reason, at any time.
4. Before access to Company resources from personal devices is to be granted, information may be obtained about your personal equipment so that it can be properly identified on all Company networks.
5. The Company may deny or revoke this privilege for any reason.

Operational Procedures

You agree to abide by the above guidelines to the best of your ability and acknowledge that failing to comply with the above can result in disciplinary action up to and including termination. You also assert that you understand the above guidelines and have already discussed any potential concerns with the IT department.

Personal Device Identification & Agreement

Your Name: _____

IT Manager: Adam Coston

Your Signature:

IT Manager's Signature:

Date: _____

Date: _____

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