

## Computer, Phone, Mobil Phone, iPad mini usage policy

Today, you are receiving access to the Jim Butler Auto Group System that will make you the most advanced and automated dealership person in Saint Louis area. This network is yours as long as you are an employee here at Jim Butler. You are responsible for the network and device safety, security and content.

This as well as all your computers, phones, laptops and printers are to be used for company business purposes. Any other use needs to be approved by your Manager. During the workday, you or your team members are not to be “surfing the net” or playing games. E-mail is to be used for business related reasons.

Any unauthorized removal or duplication of any company owned software will be considered theft.

Personal software or screensavers are not to be added to the company systems. Any violation could result in your dismissal.

Your devices or your own devices must have required security software and kept current. If you have a question about your device, ask our IT support by sending an email to [help@jimbutlerautogroup.com](mailto:help@jimbutlerautogroup.com). You are not allowed to sign on your work or personal devices to the customer lounge free WIFI.

You must approve anyone sharing your device or desktop. This is your responsibility.

While we have filter software for Internet access, you are still required not to access certain websites and personal use that could be deemed illegal, threatening or offensive (such as cyberbullying campaigns targeting coworkers) are prohibited.

Any and all business data, such as confidential customer information cannot be downloaded to, stored on or transferred to any personal devices.

Any sensitive data downloaded or store on the device via email will be securely deleted

We also have the right to remotely delete data if a device is compromised.

A use of SOCIAL MEDIA is actually acceptable but understand that everything you post is a reflection of you and our company. Never post anything on any site that you would not see as positive or helpful. Never post anything that would embarrass the company or you. Make sure you think before you post. If you have any questions, contact me personally.

Please sign this document to acknowledge that you have read and understood this policy:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_