
Policy Number	CL-007	Effective Date	October 2020
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Purpose

To establish guidelines for use of personal devices for work purposes.

Scope

All staff in all programs.

Policies and Procedures

- I. Connect Plus Therapy provides devices in order for staff to do time management procedures and to collect data on assigned clients.
- II. Staff who elect to use their own devices, such as cell phone, tablet, or laptop, for work activities, including but not limited to, time management procedures and data collection on assigned clients, may do so with the following understanding:
 - A. Connect Plus is not responsible for any damage that may occur during use of personal devices while working.