



Fenwick Instructional Technology (F.I.T.)

Student and Parent Surface Pro Acceptable Use Policy

Student Name _____ Grade _____

Parent Name _____ School Year _____

Serial Number (Surface) _____ Auxstud: _____

This policy is an amendment to the Acceptable User Policy for Students found in the Student Handbook. By the student accepting this Surface Pro for use, the student and parent(s) agree to the following conditions:

1. The student will be the sole user of the Surface Pro. It is not for use by your family or anyone else.
2. The student may not install software on the tablet.
3. The student may not change the hardware configuration (i.e. add drives, memory etc.)
4. The student may use the wireless capability to connect to a wireless network at home and in other locations.
5. The student may not audio record or video record any portion of the school day without teacher or administrative permission. Digital photographs of anyone in the BFHS community may not be taken by students without the permission of those being photographed or recorded.
6. File sharing software, and gaming software are prohibited.
7. Use of instant messaging throughout the school day is prohibited.
8. Use of email during any class is prohibited, unless permission is given by the teacher.
9. The student may not access inappropriate websites and/or content through the Internet at BFHS or at home. Student's parents/guardians take full responsibility for monitoring usage outside of school hours.
10. The student may use the tablet while they are a student of BFHS. Tablets and all peripherals must be returned to BFHS in working order at the end of the school year.
11. The student will present the Surface Pro to the Technology Office/ProSource for reimaging during the summer when requested.
12. The Surface Pro is owned by BFHS, therefore there should be no expectation of privacy while using the device. BFHS Administration has the right to collect the device at any time and review device activity.

Surface Pro Proper Care Policies

This document is intended to provide a series of guidelines for students and parents to help ensure the proper care of their Surface Pros. While this list is quite in-depth, it cannot serve as a complete list. In addition to following these guidelines, students are expected to use common sense and best judgment to protect all of the Surface Pros on and off school grounds. Failure to follow these guidelines may result in financial responsibility for loss or damage. Please note that these policies apply to loaner devices as well as the Surface Pro assigned to you.

General Care

1. Liquids and other debris can damage the device. You should avoid eating or drinking while using the device.
2. The student may use their tablet in other wireless environments (at home, Starbucks etc.) It will connect to our wireless network the next time the student is at school.
3. The student may not install drivers for your home printer.
4. The student may not install software as long as the software is properly licensed.
5. Each Surface Pro has several identifying decals. Under no circumstance is the student to modify or destroy these labels. In addition, the student is not to "decorate" their Surface Pro in any manner, e.g. stickers, markers, and paint.
6. Under no circumstances is the student to open the Surface Pro housing (doing so will render the warranty void).

Proper Care

7. The Surface will include a hard case and should be carried with keyboard cover and kickstand closed.
8. Closing the cover sends the device into standby mode. For prolonged periods of inactivity, the student may want to shut down the device completely before closing. This will help conserve the battery.
9. Always transport the Surface Pro in the provided carrying case. This carrying case is intended only for the device. Do not place any additional items, including charger, in this case as added pressure can damage the device.
10. Students should only set the Surface Pro on a sturdy surface where it cannot be knocked off. Charge the Surface Pro in an area at home where the cord will not be a trip hazard which may cause the device to be pulled to the floor. The Surface Pro should be charged on a hard surface like a table, and not on a bed or upholstered chair.
11. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. Avoid grasping the Surface Pro by the screen with any force. Never lift or carry the device by the screen.
12. The Surface Pro should not be stored in extreme temperature situations, such as overnight in a cold car trunk or in the sun.
13. Be certain to only use approved/provided styluses on the screen.
14. The student may clean the screen as you would a camera lens or a good pair of glasses. In particular, the student may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses. **NEVER** spray any liquid directly on the screen.
15. Only approved Power cords provided by BFHS are to be used.

Privacy & Security

16. Students will be issued private login names and passwords that will allow them access to their Surface Pro and email account
17. Usernames and Passwords should not be shared with anyone.
18. Students should follow technology safety guidelines
19. Students should not give out personal information via the Internet or in emails while using the Surface Pro
20. Students may not digitally trespass in another person's folders or files by navigating to them on the network or by using their login and password.
21. Students may not use digital methods to communicate abusive or harassing messages.
22. Students may not use digital methods to prank others or to misrepresent a situation. This includes changing the body of an email, sending excessive repetitive emails, sending email jokes to friends, sending false emails, etc.
23. Students may not engage in any activity that may be harmful to the BFHS environment or network, Surfaces, printers, or programs. This includes but is not limited to creating viruses, damaging files, disrupting service or repeatedly visiting web sites suspected to contain viruses.

Daily Logistics

24. Students are responsible for their Surface at all times, including before school, during lunch, and after school. The Surface must be in a student's possession, unless it is in a locked space or in a specified location during lunch. Students will be provided lockers with locks, so that they can secure their Surface as needed, such as for after school activities.
25. Students are responsible for bringing their Surface to school every day with a fully charged battery. Your child will not be allowed to charge in the classroom during the day, but may charge after school if needed.
26. The inability to participate in classroom instruction and/or activities due to uncharged batteries or missing stylus will be treated like a missing homework assignment or lack of preparedness for class. A student's grade may be negatively affected for work that is collected or completed in class on this day. A student may receive demerits for a lack of preparedness to class.
27. The device is pre-imaged with Office software, anti-virus and ProSource support. Updates to the anti-virus and windows will run automatically from the server, but users are responsible for checking their device to ensure updates are current.

Email

28. Students will be issued a BFHS email account. Email accounts are the property of BFHS. This means that any emails to or from this account may be read by the appropriate BFHS staff members.
29. Limit all email attachments to those that are school related. Junk pictures and videos may not be sent as attachments.
30. Sharing of music by email is prohibited.
31. Email should be used to appropriately communicate with others.
32. Students may not allow any other individual, including parents, to send email from the BFHS email account.
33. Students may not send an email to an email distribution list without the permission of a teacher or moderator.
34. A student's email account should not be used to sign up to non-school related sites.

Issues, damages lost/stolen

- 35. If there appears to be a physical/hardware issue with the student’s Surface Pro, do not try to fix it. Instead the device should be taken to the Technology Office/Help Desk as soon as possible.
- 36. If the student is having software issues, you may try to fix them or contact the Technology Office/Help Desk.
- 37. If the student has any hardware issues and/or their Surface Pro is physically broken, the device should be brought to the Technology Office/Help Desk within 48 hours of discovering the issue.
- 38. During the summer break, the Surface Pro units will be collected and inspected. Incidental usage on the devices is anticipated. If there is damage on the unit that will require repair (that is not incidental), please note the following fee schedule:

Incident Fee Schedule*	
Incident Number	Cost
First	Free
Second	\$50
Third	Price of Repair. Not to exceed Fair Market Value of the Unit

(* Incidents are cumulative over a student’s tenure at Fenwick. Repairs may include items such as exposed internal parts, cracked screens, keyboard damage or other damage where the Surface Pro does not function due to damage or neglect.)

- 39. If a Surface Pro is lost or stolen, the student/parents will be responsible for replacing the device. It is recommended that parents check their homeowner’s / renter’s insurance policies. Most insurance policies have a “Content Replacement” coverage that covers damage or loss for items within the household. Parents may be able to add the Surface to this policy.
- 40. The student will be charged the following amounts if these items are lost/stolen or for damage that is not covered. All replacement parts **MUST** be purchased through the F.I.T. Help Desk. Prices subject to change.

Replacement Part Fees	
Stylus Holder (SP3)	\$6
Stylus	\$60
Stylus Pen Tip	\$10
Power Adapter	\$80
Keyboard	\$130
Hard Case	\$35
Carrying Case	\$20
Surface Pro & accessories lost/stolen	Up to \$1200

I have read and understand the Surface Pro Acceptable Use Policy and by signing below, I agree to abide by this policy. I also understand that Bishop Fenwick High School owns this device and I agree my child will utilize it in a professional manner for educational purposes only.

Print Student Name

Print Parent Name

Student Signature

Date

Parent Signature

Date