



SCHOOL MANAGED SURFACE PRO USER AGREEMENT

The Surface Pro is used to augment and support the existing school curriculum. The Surface Pro is the primary academic device and is required for all lessons unless otherwise directed.

Use of my Surface Pro

- I have read and understand the student ICT acceptable use, social media and behaviour education policies and will be bound by them at all times while using my Surface Pro.
- I understand that my Surface Pro is fully managed by the College and has been configured for educational use only and no software will be installed by the College which may interfere with this function.
- I will bring my Surface Pro fully charged to school every day.
- I will only save my school work using OneNote, OneDrive through Office 365 or the 'One Drive – Leibler Yavneh College' folder synced on my device, as I understand it is a requirement that my school work is always accessible from another device.
- I will only use the device during class time when instructed by my teacher and only for the assigned purpose.
- I will not connect my Surface Pro to any network other than the school Wi-Fi while at school.
- I will not use my Surface Pro to download or store anything illegally obtained or in breach of copyright.
- I will not undermine, hack into or attempt to hack into and/or bypass the hardware and software security mechanisms that are in place on my Surface Pro or the school network.

Maintenance of the Surface Pro

- I understand that I will only be able to install desktop applications from the 'Software Center' or approved apps from the Microsoft Store. If I need additional software installed I will need to ask LYC tech support and provide permission from a parent.
- I understand that I won't be given the administrator password for the device.
- I will not bring my charger to school. Chargers will be made available when needed.
- I will only use my Surface Pro during recess and lunch when directed and supervised by a teacher.

Keeping the Surface Pro safe

- I will transport my Surface Pro between classes and to and from school using the Targus bag.
- I will keep my Surface Pro in its protective case at all times.
- I will keep my Surface Pro in my locked locker when not used for class.
- I will not lend my Surface Pro to any other student.
- I am solely responsible for the safe handling of my device.

Monitoring and Reporting issues.

- I am fully aware that all data transmitted to and from this device using the school's Wi-Fi will be monitored and logged by the school.
- I am fully aware that my teachers or LYC tech support can view and remotely control my pc at any time while on school Wi-Fi.
- I understand that problems with hardware and software should be reported to LYC tech support.
- I will always restart my Surface Pro before asking for technical assistance as I am aware this may solve many problems.

I, _____ (*Student name*), have read this user agreement in conjunction with the Student ICT Acceptable Use, Behaviour Education and Social Media policies with

_____ (*Parent/Guardian name*).

I acknowledge and accept the terms and conditions of all three aforementioned documents.

Signed by: _____ (Student signature)

Parent Signature: _____ (Parent signature)

Date: _____