

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

Grade: \_\_\_\_\_

# **Surface Laptop Go Contract**



## **2021 - 2022**



## GREATER MIAMI ADVENTIST ACADEMY

# Surface Laptop Go Initiative

Greater Miami Adventist Academy, in support of its educational mission, has acquired internet-connected computing devices for every student in grades kindergarten through twelfth grade. These devices will be used to support learning activities in the classroom. For grades four through twelve, the school has purchased Microsoft Surface Laptop Go devices.

### Ownership

Just like any library book, every Surface Laptop Go is owned and managed by Greater Miami Adventist Academy. Students and families who agree to the terms of this contract will be permitted to use a device for the duration of the 2021-2022 school year. Students are permitted to take their devices home in order to complete learning activities using the device. This device, protective case, and all charging cables should be returned in good condition at the end of the school year.

### Device Protection

Students will be provided with a case for the Surface Laptop Go to prevent accidental damage during the school year. While these cases offer quite a bit of protection, no case can prevent all damage. Please treat the school's device with care through the year. Students are responsible for any damage to the school's devices.

### Due Care and Damage Policy

Students are to exercise due care with the school's Surface Laptop Go. Devices should not be left unsecured, and heavy items should not be placed on top of the device. In the event that a student damages a device, such damage should be immediately reported to the GMAA IT Department. The device will be left with the IT Department and repair will be initiated. The fees for device repairs are as follows:

First Incident	\$55
Second Incident	\$105
Third Incident or a Lost Device	Full Replacement Cost (currently \$700)
Case Replacement	\$55

Student Name (please print)

Grade

Parent Name (please print)

Student Signature

Date

Parent Signature

Date



# GREATER MIAMI ADVENTIST ACADEMY

## Surface Laptop Go Use Agreement

**I will be responsible for the care of GMAA's Surface Laptop Go.**

1. I will bring GMAA's Surface Laptop Go to school every day *fully charged*.
2. I will not charge or download on GMAA campus unless it is during scheduled update sessions.
3. I will never leave GMAA's Surface Laptop Go unattended and will always know where it is.
4. I will never loan GMAA's Surface Laptop Go to others nor borrow a Surface Laptop Go from another.
5. I will not share passwords, usernames, or passcodes with another person nor will I attempt to change passcodes on another Surface Laptop Go.
6. I will do nothing on the Surface Laptop Go to bypass GMAA security and filtering settings.
7. I will not disassemble any part of GMAA's Surface Laptop Go or attempt repairs.
8. I will not "jailbreak" (make changes to the OS operating system) or delete the management profile on GMAA's Surface Laptop Go.
9. I will protect GMAA's Surface Laptop Go by not stacking anything on top of it.
10. I will not take photos or record class lectures/discussion without explicit permission from the instructor or student.
11. I will use GMAA's Surface Laptop Go in ways that are always appropriate and respectful of others.
12. I will not deface the serial number on GMAA's Surface Laptop Go.
13. I will manage GMAA's Surface Laptop Go's storage capacity and not allow my personal non-school related content to interfere with school-related Surface Laptop Go capacity needs.
14. I will not store or download inappropriate media or content on GMAA's Surface Laptop Go. I understand that the Surface Laptop Go will be re-imaged if found with non-standard apps. My account will be charged \$55 for second offense and \$105 for third offense. I also understand that I may lose the privilege of having a device due to repeated violations of this policy.
15. I understand that I must pay \$55 for the first damage incident, \$105 for the second incident, and **full replacement cost** for the third incident. I will immediately report loss of my Surface Laptop Go to school personnel. I understand that I will be charged the full cost of the Surface Laptop Go if it is lost through negligence.
16. I agree to return the Surface Laptop Go, protective case, and charging cable in good working condition at the end of the school year. ***If I don't, I will be responsible for paying the replacement cost of the Surface Laptop Go, protective case, and/or charging cable, which will be charged to my school account.***
17. I understand that Surface Laptop Go use is governed by the school's *Computer/Technology Policy* found in the GMAA website.
18. I will not remove the case from my Surface Laptop Go at any time.
19. I have read, understand, and agree to follow the *Student Expectations and Responsible Surface Laptop Go Use Policy*.

Student Name (please print)	Grade	Parent Name (please print)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Student Signature	Date	Parent Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## GREATER MIAMI ADVENTIST ACADEMY

# Parent Guidelines and Agreement

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We appreciate your parental support of our Surface Laptop Go Initiative at GMAA. While the Surface Laptop Go can be a very engaging personal device, its primary purpose is schoolwork and student learning. We encourage parents to help students to adopt healthy technology habits when using the Surface Laptop Go outside of school and to place limits at home as necessary.

1. Parents are encouraged to monitor their student's internet use and time management in relation to the Surface Laptop Go and other technology devices, and social interactions via these devices. Excessive use can lead to ineffective habits and loss of productivity. Further, students should demonstrate good digital citizenship practices in their interactions with others online.
2. Parents are encouraged to limit overnight access to the Surface Laptop Go and other technology devices. Charging stations should be in a central family location such as the kitchen. Family routines and guidelines regarding this are helpful.
3. We encourage the use of Surface Laptop Go, phones, laptops, and computers in open locations conducive to monitoring and supervision rather than use behind closed doors such as students' bedrooms.
4. We encourage parents to model healthy technology use practices.

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I understand that my student is required to bring the Surface Laptop Go to school fully charged every day.

I agree that the Surface Laptop Go, protective case, and charging cable will be returned in good working condition at the end of the school year. ***If it is not, I will be responsible for paying the replacement cost of the Surface Laptop Go, protective case, and/or charging cable, which will be charged to my school account. I also understand that our school account balance must be paid in full in order to receive transcript/records.***

I have read, understand, and agree to the *Parent Guidelines and Agreement* and the *Student Expectations and Responsible Surface Laptop Go Use Policy*.

Student Name (please print)

Grade

Parent Name (please print)

Parent Signature

Date



## GREATER MIAMI ADVENTIST ACADEMY

# Student Expectations and Responsible Device Use Policy

## Student Expectations

### 1. General Information

The primary purpose of Surface Laptop Go use at Greater Miami Adventist Academy is to facilitate and enhance student learning. Any other use is secondary.

### 2. Care of the Surface Laptop Go

Students are responsible for the care and safe keeping of the Surface Laptop Go entrusted to them at the beginning of the school year. School-owned Surface Laptop Go's that are damaged or fail to work properly must be taken immediately to the IT Department. See Sections 2.3 and 2.4 for what to do in case of damage or theft.

#### 2.1. General Care

- 2.1.1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- 2.1.2. Care should be taken to prevent the Surface Laptop Go, cables, and accessories from getting wet. This includes accidental food and beverage spills as well as excess humidity and precipitation.
- 2.1.3. Avoid long-term exposure to extreme temperatures.
- 2.1.4. School-owned Surface Laptop Go devices and accessories should remain free of personalizing stickers, labels or markings and should be returned in good working condition according to the return schedule posted by GMAA.

#### 2.2. Screen Care

The screen of the Surface Laptop Go can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.

- 2.2.1. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- 2.2.2. Do not lean on or place anything heavy against the screen.
- 2.2.3. If carrying a Surface Laptop Go in a backpack or school bag, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

Student Initials

Parent Initials

## **2.3. Protective Case and In-Case-Of-Damage Procedure**

- 2.3.1 Students will be receiving a Microsoft Surface Laptop Go, protective case, and charging cable. Students must always keep the Surface Laptop Go in a protective case. In the event of any damage to or theft of the Surface Laptop Go, a report must be filed immediately with the IT Department ([its@gma.edu](mailto:its@gma.edu)). For the first incident of damage or breakage, a \$55 fee is payable to Business Office. For a second incident of damage or breakage, a \$105 fee is payable to the Business Office. Should a third incident of damage or breakage occur, the full replacement cost of the device will be payable to the Business Office. In addition, a student might lose the privilege of using a school-owned device.

## **2.4. Security, Theft, and Identification**

Surface Laptop Go devices are highly portable and subject to theft. Students must always take care to keep the device secured and take precautions to prevent “crimes of opportunity.”

- 2.4.1. Surface Laptop Go devices must always be in the student’s possession during the school day and should be taken home each night or secured in the appropriate storage location inside the classroom.
- 2.4.2. Surface Laptop Go devices should not be stored in a vehicle and should never be left in view inside a vehicle, whether the vehicle is locked or unlocked.
- 2.4.3. Students should share their username and password with their parents only unless required to do so by school personnel.
- 2.4.4. In the event of a lost Surface Laptop Go through negligence, the student will be issued a replacement Surface Laptop Go. Inform any school personnel of the Surface Laptop Go’s disappearance immediately. The full cost of the Surface Laptop Go will be charged to the student’s account. If there is evidence of a Surface Laptop Go being stolen by force and malicious intent, a police report should be filed within 36 hours of the theft. A copy of the police report should be submitted to the IT Department. A claim will be submitted on the student’s behalf. Should the claim be denied due to a determination of negligence, the full cost of the Surface Laptop Go will be charged to the student’s account.

## **3. Content Management**

### **3.1. Downloading Content**

All content, including required apps and books, will be downloaded automatically to the Surface Laptop Go. Further, students are prohibited from participating in gaming, downloading of movies or any other bandwidth-heavy activities on GMAA campus unless explicitly directed by a faculty member. If a non-standard app is discovered on the device, the Surface Laptop Go will be re-imaged. For the second incident, the device will be re-imaged and a \$55 fee charged to the student account. For the third incident, the device will be re-imaged and a \$105 fee charged to the student account. In addition, a student might lose the privilege of using school-owned device.

### **3.2. Memory and Storage**

Students must maintain enough storage on the Surface Laptop Go to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a course. The student may purchase a flash drive if necessary to increase storage capacity. The use of cloud storage can also help to effectively manage storage space while also providing a valuable back-up copy of student data.

- 3.2.1. Required apps and books must remain on the Surface Laptop Go in usable condition and be easily accessible. Periodic checks of Surface Laptop Go’s may be made to ensure the student has not removed the school-issued apps.

Student Initials

Parent Initials

### 3.3. Personal Media

- 3.3.1. Inappropriate media may not be stored on the Surface Laptop Go at any time. Inappropriate media, as stated in the **Student Handbook**, includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Possession of pornographic materials depicting minors is governed by both school policy and by state and federal law. Visual depictions of any minor in any undressed state may qualify for this definition. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

### 3.4. Software and App Updates

Students should conduct regular updates of required apps during school-scheduled update sessions.

### 3.5. Device Backup and Data Security

Students must conduct regular back-ups of the Surface Laptop Go using Google Drive and/or OneDrive. Current backups are essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from a back-up. It is the responsibility of the student to maintain a current back-up of all school assignments and related digital content.

## 4. Use of the Surface Laptop Go at School

Students are required to bring the Surface Laptop Go to school each day. Students must bring their Surface Laptop Go to all classes, unless specifically instructed not to do so by their teacher.

### 4.1. Charging the Surface Laptop Go Battery

- 4.1.1 Surface Laptop Go must be brought to school each day fully charged. Students must charge the Surface Laptop Go at home each evening. Students should not charge the Surface Laptop Go at school.

### 4.2. Surface Laptop Go Left at Home

Not having a Surface Laptop Go or not having a working Surface Laptop Go will not be an excuse for not participating in class or not completing assignments.

- 4.2.1. Each class may have individual consequences for students who do not bring their Surface Laptop Go.
- 4.2.2. If students leave their Surface Laptop Go at home, they are still held responsible for getting the course work completed on time.
- 4.2.3. Coursework not complete due to not having the Surface Laptop Go in class will be subject to the same consequences as other incomplete work.

### 4.3. Surface Laptop Go Left in Unsupervised Areas

- 4.3.1 The Surface Laptop Go is the sole responsibility of the student. Under no circumstances should Surface Laptop Go be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, locker rooms and hallways. Any Surface Laptop Go left unattended is at risk of being stolen or damaged. If a Surface Laptop Go is found and is unclaimed, it will be taken to the IT Department.

Student Initials

Parent Initials

#### **4.4. Sound, Music, Games and Headphone Use**

- 4.4.1. Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- 4.4.2. Students may not wear headphones to listen to music or other media on the Surface Laptop Go or another device unless it is directly related to the classroom instruction and directed by the teacher.
- 4.4.3. Students may not play non-instructional games on the Surface Laptop Go at any time. Instructional games may be used under the direction of the teacher.

#### **4.5. Internet Access**

- 4.5.1. Students will only have access to the wireless networks on campus.
- 4.5.2. The student will do nothing to bypass GMAA security and filtering systems on any device or machine.
- 4.5.3. The use of a hotspot using a student phone, app, or any other means is prohibited.

#### **4.6. Appropriate Use**

- 4.6.1. Students are responsible for the safety, maintenance and activity of the GMAA Surface Laptop Go. Students must never loan the device to another student for any reason.
- 4.6.2. Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include, but are not limited to, texting, social networking (such as Twitter or Instagram), or content streaming (such as Netflix or TikTok) and are not permitted during class time.
- 4.6.3. “Jailbroken” devices—that is, devices that have had changes made to the OS operating system—may not be used at GMAA. Attempts to jailbreak a school-owned device will be treated as vandalism. Personal devices that have been “jailbroken” are not permitted on the school network.
- 4.6.4. Changing another’s passcode or wallpaper, or any unauthorized access to another’s Surface Laptop Go or accounts, will be treated as theft or hacking and will be handled according to the Greater Miami Adventist Academy Disciplinary process located in the GMAA Student Handbook.
- 4.6.5. Copyright laws, plagiarism and computer hacking are punishable by state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the Surface Laptop Go or any other electronic device, it is the student’s responsibility to seek guidance from a teacher, Library personnel, or Administrator.
- 4.6.6. Browsing any inappropriate websites at home or at school is not permitted at any time.

#### **4.7. Audio/Video Recording and Photos**

Common courtesy dictates asking permission to take a person’s photo or make an audio or video recording of them.

- 4.7.1. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member.
- 4.7.2. At all times, students are responsible for ensuring that all individuals or groups are aware of and agree to the recording or photo.
- 4.7.3. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
- 4.7.4. Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- 4.7.5. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

Student Initials

Parent Initials

#### 4.8. Managing Files and Saving Student Work

Students should save work to the required digital submission app for safekeeping and storage capacity management. Students will receive instruction in how to manage and save files. It is always advisable to have good back-ups—to Google Drive, Dropbox, or Microsoft OneDrive.

#### 4.9. Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

**We have read and understood all guidelines and policies outlined in this document.**

Student Name (please print)

Grade

Parent Name (please print)

Student Signature

Date

Parent Signature

Date