



Coláiste Bríde Surface Go Acceptable Usage Agreement

Introduction

Students in classes 1B and 1C will be provided with the loan of a Surface Go device by the school during the 2022/2023 academic year. This device is intended for student use as a replacement instead of mobile phones in class during teacher led class activities as well as for homework. As the students will be provided with a device for the purposes of teaching and learning they will not be permitted to have their phone during class time.

We acknowledge the support of our parents in the school device trial. We anticipate this support will continue and that this initiative will enhance learning and teaching for all participating students. This document should be read in conjunction with Internet Acceptable Use Policy (AUP) and our Email & Office 365 Policy which are published on our website.

Equipment

The school has purchased the Surface Go devices for the trial and retains ownership. Parents and students must agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate the Surface Go at any time, and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose their right to use the Surface Go and to have it in their possession if they abuse their responsibilities and breach this agreement, school policies, including AUP, and the Code of Positive Behaviour.

Damage or Loss of Equipment

Students must report any damage or loss to one of the school's Deputy Principals who will determine necessary action. All Surface Gos are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If a Surface Go is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the Surface Go. If a Surface Go is accidentally damaged through normal use, the school will work with the student and supplier to resolve any issues.

Standards for Personal Surface Go Care

Student Responsibilities:

- Arrive to school each day with a fully charged Surface Go.
- Keep the Surface Go within the protective case and locked in your locker when not in use.
- Do not let anyone else use the Surface Go.
- Surface Gos should not be used outside of class time without the permission of the teacher to ensure students get a break from technology for Health and Safety reasons.
- Adhere to this agreement and the (AUP) of Coláiste Bríde at all times.
- Students are advised to take precautions with the device while using any form of public transport, including travelling on public footpaths or cycle paths, to and from school while carrying their device.
- When using a Surface Go in class the Surface Go must be flat on the desk. Use of the camera (screen shots, photos video, etc. can only take place in school or attending school activities with the teacher's permission).

- Apps can only be downloaded to the Surface Go with the school's permission. A list of approved apps will be available.
- Report any problems, damage or theft immediately to a Deputy Principal.
- Report any issues and interference created by any other student because of Surface Go possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- Surface Gos are to be left in lockers during break/lunchtime.
- Do not interfere with any safety systems installed on the Surface Go.

Parental/Guardian Responsibilities

- Parents/Guardians should report, immediately, any damage, interference or issues relating to ownership, possession or use of the Surface Go to school management.
- Parents/Guardians should inspect the Surface Go and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Coláiste Bríde has a filtering system in place which prevents access to inappropriate material on the internet. Parents/Guardians need to ensure that a similar system is in place at home and should monitor their child's usage of the internet.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the Surface Go.
- Students may not permanently alter the Surface Go in any way.
- Students may not remove any serial numbers, identification or school labels placed on the Surface Go.

Carrying the Surface Go

- Transport the Surface Go in the Surface Go case and school bag whilst travelling to and from school and during the school day.
- Leave the Surface Go in student's locker when not in use.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Cover – Screen Cover prevents against scratches.

Personal Health & Safety

- Avoid extended use of the Surface Go while resting directly on your lap. The bottom of the Surface Go can generate significant heat.
- Take frequent breaks when using the Surface Go for long periods of time. Look away from the Surface Go approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the Surface Go in a secure location when it is not at school.

Restricted Use and Confiscation

Students who breach this agreement and/or Email & Office 365 Policy and/or the AUP and/or any reasonable standards of user of the Surface Go will be subject to the school's Code of Positive Behaviour. A student may be put on restricted/limited access to the Surface Go, at school management discretion, during the school day, for a limited period, until such time as the school management determines the student has satisfied the conditions for non-restrictive use as specified by the school management. A Surface Go may also be confiscated for a period because of misuse

either by the student or any other student. A sanction for inappropriate use of the Surface Go may apply in line with our Code of Positive Behaviour. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- Excessive damage
- Excessive loss
- Non-acceptance and/or compliance with this agreement and both the Email & Office 365 Policy and the AUP.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on Surface Go.
- Failing to follow the flat desk policy in class.
- Violating standards for Personal Surface Go Care.
- Failing to co-operate with school's investigations of misuse of Surface Go.
- Repeated failure to bring Surface Go to class/failure to bring fully charged.

We have read and understand the Surface Go Acceptable Usage agreement document and the school's Email & Office 365 Policy and Internet Acceptable User Policy (AUP) and hereby agree to the terms of this agreement and the relevant school policies.

We accept that school authorities have the right to inspect our daughter's Surface Go and its Apps/Programmes and to confiscate it for a limited period or permanently remove access because of misuse by either our daughter or any other student.

We agree to be bound by the terms of this agreement, the school's policies and the school's Code of Positive Behaviour as they apply to ownership, possession and use of the Surface Go and its installed Apps.

We agree to return the device and accessories to the school when the trial has concluded before the end of the 2022/2023 school year.

Signature of Student: _____

Signature of Parent(s): _____

Date: _____