



Surface Pro 3 User Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between Starkville Academy (SA), the student receiving a Surface Pro 3 tablet computer (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Surface Pro 3 tablet computer, software, and related materials (the “Computer”) for use while a student is at Starkville Academy hereby agree as follows:

1. EQUIPMENT

1.1 Ownership: SA retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, SA administration retains the right to collect and/or inspect the Computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all tablet configurations the same. All Computers have ample RAM and hard-disk space, a protective case, software, and other miscellaneous items. SA will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, SA has a limited number of spare tablets for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-SA installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary to their network storage space (OneDrive). SA provides a means for backup along with directions, but SA does not accept responsibility for any such software. Students are always advised to have multiple backups of important documents.

2. DAMAGE OR LOSS OF EQUIPMENT

2.1 Insurance and deductible: SA provides insurance which provides the broadest perils of loss regularly available.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards*

for *Proper Care* document for a description of expected care. **In the event of damage caused by willful or gross negligence** (see below), the Student and Parent will be billed a fee according to the following schedule:

First incident – \$100; Second incident – \$200; Third incident – Full cost of replacement (\$1055.59) and loss of privileges.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked tablet while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent will be billed the full cost of replacement (\$1055.59) unless theft insurance has been purchased (minimum \$1000.00 coverage) or a claim is filed with parent’s personal insurance provider and the school is thus reimbursed for replacement. Parents can purchase theft coverage from Worth Avenue Group for as little as \$34.40 per year (please see flyer at the end of this document to purchase).

2.4 Responsibility for Damage: If the following items are returned damaged, not returned in proper working condition, or not returned at all, then the Student and Parent will be billed according to the following fee schedule for replacements:

Stylus (pen) - \$55; Type Cover - \$95; Protective Case - \$50; Power Supply - \$35.

2.5 Responsibility for Accidental Damage: We know that accidents (dropped tablets, tablets knocked off the table, the dog chewing your power cord) can and will happen. The \$100.00 student fee covers the protective case and one (1) instance of accidental damage. **IT DOES NOT COVER WILLFUL OR GROSS NEGLIGENCE OR LOST ITEMS.**

Additional incidents of accidental damage will be charged at the following rates:

Second incident- \$100.00; Third incident- Full cost of replacement (\$1055.59); Fourth incident- Full cost of replacement (\$1055.59) PLUS loss of privileges.

2.6 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology via the Help Desk on the Technology page of the Starkville Academy website. If the Computer is stolen or vandalized while not at SA or at an SA sponsored event, the Parent shall file a police report with the local law enforcement agency having jurisdiction. A copy of this report will need to be provided to the Director of Technology.

2.7 Technical Support and Repair: SA guarantees that the Computer will be operable at time of receipt by the Student, but SA cannot guarantee the Computer will remain operable beyond that point. However, SA will make technical support, maintenance and repair available.

3. LEGAL AND ETHICAL USE POLICIES

3.1 Monitoring: SA will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with SA’s Legal and Acceptable Use Policies.

3.2 Legal and Ethical Use: All aspects of SA Computer Use Policy remain in effect, except as mentioned in this section.

3.3 File sharing and File-sharing Programs:

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Exceptions to this rule include the use of OneDrive or DropBox for sharing of school and academic-related files.

3.4 Allowable Customizations

The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). Any pictures used on the system (i.e. background screen) **MUST** be in good taste and in compliance with all terms of the *Acceptable Use Policy*.

The Student *is not permitted* to install any other software without permission from the Director of Technology.

4. STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Tablet Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Read the electronic manual that is available online at <http://www.microsoft.com/surface/en-us/support/userguides>. Following the manufacturer’s advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful, and enjoyable tool.

4.1 Your Responsibilities:

Treat this equipment with as much care as if it were your own property.

Bring the Computer and charging unit to SA during every school day. (If you forget them, substitutes will NOT be provided.)

Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., **locked** in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor.

Tablets left in unattended bags and backpacks, unsecured lockers, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. **Unattended and unlocked equipment, if stolen, will be your full financial responsibility if device is not recovered or if the perpetrator is not determined.** If confiscated, the student will receive a warning before getting the tablet back. If the tablet is confiscated a second time, the student will be required to get a parent signature acknowledging any potential financial responsibility before getting the tablet back. If the tablet is confiscated a third time, the student forfeits the privilege to use it.

Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car in plain sight. *Avoid leaving the Computer in environments with excessively hot or cold temperatures.*

Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.

Adhere to SA’s *Acceptable Use Policy* at all times and in all locations. When in doubt about acceptable use, ask the Director of Technology, Secondary Principal, or Head of School.

Back up your data to your network storage area (OneDrive). Never consider any electronic information safe when stored on only one device.

Read and follow general maintenance alerts from school technology personnel.

4.2 How to Handle Problems

Promptly report any problems to the Director of Technology via the Help Desk on the Technology page of the Starkville Academy website.

Don’t force anything (e.g., connections, popped-off keys, flash drives, etc.). Seek help instead.

When in doubt, ask for help.

4.3 General Care

Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover, or casing. Doing so will void the warranty, and families will be responsible for the full cost of the repair or replacement.

Do not remove or interfere with the serial number or any identification placed on the computer.

Do not do anything to the Computer that will permanently alter it in any way (i.e. DO NOT apply any stickers of any kind).

Keep the equipment clean. For example, don’t eat or drink while using the Computer.

4.4 Carrying the Computer

Always press the power button and wait for the Computer to enter into hibernation mode before moving it, even for short distances. Hibernation/Sleep mode is sufficient – there is little reason to actually shut down the tablet other than on an airplane or during extended days of inactivity.

Always store the Computer in the case provided. **DO NOT REMOVE THE CASE THAT IS PROVIDED.**

Do not overstuff your backpack or case where you carry your Computer – extreme pressure on the tablet can cause permanent damage to the screen and other components.

Do not grab and squeeze the Computer, as this can damage the screen and other components.

4.5 Screen Care and Battery Life

The computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

Use only the approved and provided stylus. It is specifically designed to work with your Surface Pro 3. You may also use your finger to swipe the screen.

Screen protectors that guard against fingerprint smudges are available for purchase but are not provided by the school.

Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. **We highly recommend the MagicFiber microfiber cleaning cloth.** DO NOT use paper towels, Kleenex, Windex, or other general cleaners.

Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.

Avoid using the charger in any situation where you or another is likely to trip over the cord.

Turn the computer off (simply press the power button) and close the lid (type cover) of the Computer when it is not in use, in order to save battery life and protect the screen. The Surface Pro 3 is designed to last about 8 hours of normal computer usage.

4.6 Legal Issues and Jurisdiction

Because SA owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of SA's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine, and/or delete electronic files that violate the *Acceptable Use Policy* or this agreement.

4.7 Disclaimer

Although Starkville Academy filters all Internet data in accordance with Federal Law, we do not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Starkville Academy. While SA's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as

well. At SA, we expect students to obey the *Acceptable Use Policy* when using the Internet. Students found in violation of the policy will be disciplined.

In addition, SA account holders take full responsibility for their access to SA's network resources and the Internet. Specifically, SA makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet;
3. any consequences of service interruptions;
4. the loss of data and/or data corruption.



Surface Pro 3 Computer Acknowledgement Form

Review each statement below.

The following items reiterate some of the most important points covered in *Surface Pro 3 User Agreement*.

I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on OneDrive, external hard drive, flash drive or fileserver).

I will not leave my tablet unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my tablet become lost or stolen.

I understand that my family is responsible for damages that occur to the tablet due to gross negligence. *Please refer to the Acceptable Use Agreement form for details.*

I will not install or use file-sharing programs to download music, video, or other media.

I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.

I will read and follow general maintenance alerts from school technology personnel.

I will report any problems with my tablet to the Director of Technology in a timely manner.

I have read the Surface Pro 3 User Agreement and agree with its stated conditions. *Questions and or accommodations regarding this assessment need be directed to Director of Technology.*

Student Name (printed clearly) _____ Grade _____

Student Signature _____ Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature _____ Date _____

PLEASE RETURN THIS FORM, ALONG WITH YOUR \$100.00 FEE (CHECK, MONEY ORDER OR DEBIT/CREDIT CARD [2.5% CONVENIENCE CHARGE]) TO YOUR HOMEROOM TEACHER.



WORTH AVE. GROUP
INSURANCE SOLUTIONS FOR A DIGITAL WORLD

Insuring Personal Property Since

Application valid for 2017-2018 school year

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate Headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Worth Ave. Group is offering a special discount to students and faculty of Starkville Academy (Starkville, MS) to insure the school-issued Surface tablet. Insurance with Worth Ave. Group will protect the device against: *Theft, Fire, Flood, Natural Disasters, Power Surge and Vandalism*. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit.

Unlimited Incidents For:	
Theft	✓
Vandalism	✓



K-12 Student Rates					
Option	Model	Coverage	Term	Deductible	Premium
<input type="checkbox"/>	Microsoft Surface	\$1,000	1 Year	\$0	\$38.00
<input type="checkbox"/>				\$25	\$36.20
<input type="checkbox"/>				\$50	\$34.40

Use this promo code to receive special rate(s)

starkvilleacademys

(* required information; please PRINT clearly)

Name:* _____

Grade Level:* _____ Unit Serial Number:* _____

Parent Name:* _____ (For student policy only)

Mailing Address:* _____

City, State:* _____ Zip:* _____

Home phone:* _____ Cell phone:* _____

Email:* _____ (Policy documents are emailed)

Payment Options



Phone:

1-800-620-2885

Representatives are available Monday-Friday 8am-6pm CST



Purchase by mail:

Make CHECK, MONEY ORDER or CASHIERS CHECK payable to Worth Ave. Group.
Policy effective date begins 24 hours after postmark date on envelope for mail order.
Mail to: Worth Ave. Group, P.O. Box 2077, Stillwater, OK 74076