



## BARNARD CASTLE SCHOOL POLICY ON THE ACCEPTABLE USE OF

### THE MICROSOFT SURFACE GO 3 AND MICROSOFT 365

This policy should be read in conjunction with the Barnard Castle School (The School) Acceptable Use Policy (AUP) which all pupils agree to follow at the start of each academic year.

All pupils, who have been provided with a Microsoft Surface Go 3 (hereafter referred to as SG3) by the School, must follow the following principles.

#### **1. General points**

- Your SG3 provided by the School is a school IT resource, even when used out of school and in your own home. As such, it is subject to the Schools' AUP, whenever and wherever you may be using one.
- Like your books and writing equipment, you are expected to bring your SG3 into school every day.
- It is your responsibility to ensure it has adequate charge to last a full school day. SG3 has excellent battery life and should last a full day after a full charge.
- Your SG3 is for your use only and you should never loan it to anyone else. You should never let anybody else use your account unsupervised. You should not try to set up any accounts on your SG3 other than the account provided to you by the School.
- Stickers have been placed onto your SG3 to identify it and who it belongs to. These stickers should not be removed or obscured under any circumstances. If you notice that your sticker has come off or has been damaged, you must inform a member of the IT Support Staff, your Tutor or a Teacher as soon as possible.
- Your SG3 is equipped with a microphone and camera. You must not record any photographs, audio or video without getting a teacher's permission first. This includes anywhere in the School, not just the classroom. Recording audio, video or photographs using your SG3 at home should only be done for the purposes of your schoolwork, if your teacher has instructed you to do so, and with your parent or guardian's permission.

## **2. Software**

- You may not change any SG3 settings, other than those provided within your user account (e.g. font size, keyboard settings, and screen brightness).
- You may not install or attempt to install any unauthorised software onto your SG3.
- You may not uninstall or attempt to uninstall any unauthorised software onto your SG3.
- Your school Microsoft 365 account provides you with access to a wide range of online software that is used through the browser installed on your SG3. You may use this software only if, by doing so, you do not violate the AUP.

## **3. Hardware**

- You may not write on, engrave, place stickers on or in any other way deface or mark your SG3.
- You may not remove or modify any part of the SG3.
- You may not attempt to disassemble your SG3.
- You may not attempt to replace any part of your SG3.
- Your SG3 will be provided with a charger. You must take care not to lose or damage your charger. If you do lose or damage your charger, it will be your responsibility to replace it. Replacements can be purchased via the IT Support Department.
- Your SG3 is provided with a Type Cover and Surface Pen, these are not covered under the Accidental Damage, if these items are damaged, lost or stolen then you are responsible for the replacement. Replacements can be purchased via the IT Support Department.
- Replacement parts are required to be Genuine Microsoft replacements, third part replacements can void warranty and at the end of the lease, genuine replacements are required upon returning the device.

## **4. Protecting your Surface Go 3**

- Your SG3 is provided in a rugged case that has been approved by the insurer. This case is not to be removed as to do so will void the insurance cover but also it is the first line of defense against any damage to the device. If a case is damaged, this can be replaced by the IT Technicians.
- When your SG3 is not in use, it should be kept safely and securely in your bag. Your SG3 should never be left unattended unless it is securely locked in your locker or in a teacher's care.

- Your SG3 is designed to withstand the daily wear and tear of school life. However, it is not indestructible. The SG3, and especially the screen, can be damaged if too much force or pressure is applied from the outside. To protect your SG3:
  - do not sit or lean on it;
  - do not place any heavy items on your SG3;
  - do not over pack your bag,
  - do not force your SG3 into a full bag, and do not force anything into a full bag containing an SG3;
  - Never store or carry your SG3 in a bag containing food or liquid.
- As you are the owner of your SG3, it is your responsibility, and you must take good care of it. If your SG3 is damaged or defaced deliberately, through abuse or neglect (if you failed to take good care), you will be responsible for its repair or replacement. Your SG3 comes with a warranty and accidental damage lasting for 3 years from the date the School purchased it and repairs needed to it during this time may be covered under that warranty and cover. However, if the repair is as a result of malicious or purposeful damage, a charge will be made for those repairs.

## **5. Renewing and disposal of Surface Go 3s**

- Fee payers will be asked to consent to lease a new SG3 every 3 years. There is the option at the end of the 3 years to purchase the device via an option to purchase fee, however, it is recommended (and the preference of the School) to take up a further lease for a new device. A purchased device will no longer be covered under the original 3-year warranty or accidental damage and the responsibility of maintenance and repairs will be that of the fee payer. The device will also no longer be deemed a school monitored device, however, the IT department will make best efforts to support this device after the initial 3 year period.
- When a pupil leaves the School before the end of a lease the SG3:
  - must be returned to the School, where it will be reused or recycled in an appropriate manner; or
  - the pupil can retain their SG3 by paying the outstanding lease payments/option to purchase fee (as stated above) and sign a disclaimer agreeing to dispose of it in an appropriate manner in accordance with the Waste Electrical and Electronic Equipment recycling Regulations (WEEE) when the time comes that they no longer require the device.

## **6. Microsoft 365**

- SG3 has access to Microsoft OneDrive cloud storage to store all of your work. When used, documents save automatically, and it means you can access your work from any computer or device that has internet access. You should use your school 365 account only for activities and documents that are directly related to the School.
- You should not use your SG3 or any of the Microsoft 365 services provided by the School to store, share or transmit personal documents, files or information that is not directly related to the School.
- You should not use your SG3 or any of the Microsoft 365 services in any way, which would violate the Schools' IT AUP.