

Lansing School District 158

Microsoft Surface Information Sheet

I have read, understand, and agree to the GENERAL CARE policies and expectations outlined below:

- I, nor my child, will eat or drink while using the District's Surface.
- I, nor my child, will modify or tamper with the District's asset tag.
- I, nor my child, will apply any stickers or labels to the District's Surface or device case.
- I, nor my child, will place any objects on the Surface or Surface screen.
- I, nor my child, will clean the District's device with anything other than a soft, dry microfiber or anti-static cloth.

I have read, understand, and agree to the SURFACE SECURITY policies and expectations outlined below:

- I am responsible for monitoring device use while the student is not at school.
- My child is responsible for their own electronic data.
- I, nor my child, will share the district's device with any unauthorized user and will protect the District's device from unauthorized access.

I have read, understand, and agree to the DEVICE RETURN policies and expectations outlined below:

- I will return the District's Surface, Surface charger, and Surface keyboard by the designated date determined by the district.
- If my child withdraws from the District, I will return the Surface, Surface charger, and Surface keyboard immediately.
- If the District's Surface, Surface charger, and Surface keyboard are not returned, standard rules apply for restricting my child's records and transcripts until the issued Surface, Surface charger, and Surface keyboard are returned or until a replacement cost is made.
- The District's device must be surrendered immediately and without discord if requested by any District staff member.
- I cannot turn in a replacement device – the Surface, Surface charger, and Surface keyboard returned must be the same Surface, Surface charger, and Surface keyboard that was issued to my child.
- To recover the device, the District may use remote location tracking, remoting locking capability, and/or law enforcement support.

I have read, understand, and agree to the DEVICE DAMAGE policies and expectations outlined below: Please Check All

- I, or my child, will report any damage to the District's issued Surface, Surface charger, and/or Surface keyboard immediately.
- I, or my child, will report if the District's issued Surface, Surface charger, and/or Surface keyboard are lost or stolen immediately.
- I am responsible for replacement or repair cost of the District's issued Surface (\$424.00), Surface charger (\$43.00), and/or Surface keyboard (\$72.00) if it is damaged, broken, or misplaced due to negligence.