



PHYLLIS AND HARVEY SANDLER  
SCHOOL OF SOCIAL WORK  
Florida Atlantic University

## Microsoft Surface Pro Lending Program Policy

*This service allows qualified students enrolled in the Phyllis and Harvey Sandler School of Social Work to checkout a Microsoft Surface Pro for use during a semester. The Surface Pros have wireless internet access (WiFi only), Microsoft Office software, and a web browser.*

The Phyllis and Harvey Sandler School of Social Work has loaner Microsoft Surface Pros available to FAU Social Work students with a financial need. **All loan periods are for one semester.**

We are prioritizing Microsoft Surface Pro loans to students receiving financial aid first. If we still have loaners available, we will loan those on a first-come, first-served basis. **All requests, regardless of financial need, must be submitted by filling out the Surface Pro Rental Form.**

Once we review the application, we will coordinate with the student to arrange for pickup at a specified date and time. If a student doesn't qualify for financial aid, we will still review the request and will provide a loaner Microsoft Surface Pro, if extras are available.

### **Borrower Use and Liability:**

Microsoft Surface Pros may only be checked out to current FAU students enrolled in the Social Work BSW, MSW or DSW program and who will remain in the program during the rental period.

All borrowers accept responsibility for the repair or replacement of the Surface Pro (up to \$900) in the event of loss, theft, or damage. Prices may vary depending upon current replacement costs.

In the event the Microsoft Surface Pro is not returned at the end of the contract period, a registration hold will be placed on the student's University account. Such a hold will prevent a student from registering until the equipment is returned and the hold is lifted. For students graduating, a "transcript hold" would be placed until the equipment is returned.

**MICROSOFT SURFACE PROS SHOULD NEVER BE LEFT UNATTENDED.** The Phyllis and Harvey Sandler School of Social Work is not responsible if a Surface Pro or peripherals are stolen or damaged during a borrower's loan period. The borrower is responsible for the Surface Pro and all peripherals until it has been returned and is checked in.

### **Loan Guidelines:**

- Microsoft Surface Pros are available on a first-come, first-served basis and may not be reserved or held for individual or group use.
- The borrower must read, understand and sign the Microsoft Surface Pro Use and Liability Agreement.
- Microsoft Surface Pros must be returned to the Phyllis and Harvey Sandler School of Social Work, Boca Raton campus, room SO308 at the end of the loan period. The student will need to contact Executive Administrative Assistant Tod Marshall at [tmarsh5@fau.edu](mailto:tmarsh5@fau.edu) to arrange for pickup.
- The Microsoft Surface Pro will need to be returned if the student defers enrollment for any reason.
- The Microsoft Surface Pro will be wiped after it is returned.

### **Replacement/Damage Charges:**

- If the Microsoft Surface Pro has been lost the borrower will be charged the maximum \$900.

### **Saving Files:**

- Microsoft Surface Pro borrowers may save files to a personal USB flash drive that can be connected to the device. Files may also be sent via email or other Cloud services if the Surface Pro is connected to the internet.

### **Connecting to the Internet:**

- During the checkout period, the student will work with our support staff to initially connect to the internet. After this initial wireless connection is made, the Microsoft Surface Pro should connect to the internet automatically after logging into the device.

### **Support and Help:**

- If you are having hardware or software issues with the Microsoft Surface Pro or having trouble logging in, please reach out to Tod Marshall at [tmarsh5@fau.edu](mailto:tmarsh5@fau.edu) who will work with our IT support to troubleshoot.
- A basic knowledge of computers is required. Staff can provide you with only simple instructions and assistance.