



*Holy Cross College,
Ryde*

16 February 2010

Dear TEC Parents,

Year 7 TEC Notebook Distribution

I am pleased to announce that the distribution of the notebook computers to students who have taken up the option to be part of the TEC Program in Year 7 will take place in **Period 4 on Friday, 19 February**. Unlike previous years, parents will not be required to attend the distribution.

The plan for the distribution period will be as follows:

- *MACI* will distribute the notebook computers to students
- Unpacking and checking the notebook computers
- Policies and procedures for use of the notebook computers
- *MACI* will talk about their role in the TEC program
- Connecting to the wireless network and College servers
- Distribution of the TEC Handbook
- Packing the laptops and documentation into bags

By this stage, all families who have opted to be part of the TEC Program by completing the *MACI* order form should now have been contacted by phone by a *MACI* representative to finalise the payment process. If you are unsure of the status of your order, please contact Kimberley Gair, our Education Account Manager at *MACI*, on 8741 0700.

The first day students can commence bringing their notebook computers to class will be on the following Monday, 22 February. We ask that students spend the weekend familiarising themselves with their new notebook computer and ensure that the battery is fully charged for Monday.

Information provided to the students will be available in the TEC Handbook, which will be distributed to students on Friday. An online version will also be available on the College website, under Current Students | TEC Students | TEC Handbook.

If there are any questions regarding the TEC Program or the distribution process, please do not hesitate to contact me at the College.

Yours sincerely

Mr Benjamin Lum
TEC Program & eLearning Coordinator