



Holy Cross College, Ryde

1 February 2012

Dear Parents,

On-Demand Access 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 On-Demand Access Notebook Loan Program will take place on **Monday, 6 February** during Period 5. Students are to assemble outside the Library at the commencement of Period 5.

It is important to note that all students in the On-Demand Access Notebook Loan Program must abide by the Learning Technologies Acceptable Use Agreement and the Laptop Non-Negotiables, both of which can be found in the College Diary on Pages 28-31. **Please take the time to read through these documents with your son and ensure that the Student Acceptable Use Agreement Form on Page 31 is signed prior to the distribution of the notebook computers.**

The distribution process will include an information session covering the policies and procedures governing the use of the notebook computers as described in the Learning Technologies Acceptable Use Agreement and the Laptop Non-Negotiables, as well as some other general information regarding the notebook computer which I have also included below.

Who owns the notebook computer and accessories?

The notebook computer and accessories are the property of the College and have been provided to your son on a yearly loan through the College Library. It is expected that students take responsibility of the notebook computer and accessories that have been loaned to them and that it is returned to the College in good condition (including all identification stickers and asset tags) and in working order at the conclusion of the year.

When does my son bring the notebook computer to school?

Students can commence bringing their notebook computers to school the following day. The notebook computers can be brought to school every day except Thursday, when the safety of the notebook computer can not be guaranteed during sport time.

How does my son transport the notebook computer to/from school and between classes?

A slim case is included with the notebook computer to protect the notebook computer during transportation. At all times, the notebook computer, inside the slim case, should be concealed and transported inside the College backpack.

How does my son backup his files?

A USB portable hard drive will also be provided to your son on a yearly loan basis as part of the On-Demand Notebook Loan Program. There will be an expectation that students backup their documents onto the supplied portable hard drive on a regular basis. Failure to backup files in the event of a notebook computer failure will not be a valid reason for the late or non-submission of assessment tasks and class tasks. The portable hard drive remains at home for backup purposes and is not to be brought to school.

What happens if there is a fault with the notebook computer?

The College ICT Helpdesk is open for student access on Mondays, Wednesdays and Fridays during recess for book-ins and during lunch for pick-ups. Any faults with the notebook computer (or hard drive) should be reported to the College ICT Helpdesk as soon as possible in order for repairs to be carried out.

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How can my son manage the weight of his school backpack?

Carrying a notebook computer in the backpack does add considerable weight to what the student has to carry to and from school every day. Here are a few suggestions to help manage the weight of his backpack:

- **Rationalising:** Your son should only bring to school what he needs that day. Each night after consulting his timetable for the next day, he should take out of his bag any books and/or equipment he does not require.
- **Lockers:** Learn to use his locker intelligently. Heavy books, lunches, and PDHPE clothing can all be easily stored in his locker during the day until the period they are needed. Students can access the locker area before school, recess, lunch and after school.
- **Correctly carrying a backpack:** Here are a few suggestions to correctly to manage carrying a backpack:
 - pack heavy items at the bottom and close to the spine;
 - don't wear it over one shoulder – use both straps;
 - bags should have wide padded adjustable straps – an additional waist strap can further distribute the load onto the hips;
 - the bag should be worn straight, with the top of the bag at shoulder height, and the bottom of the bag level with the hollow of the back.

What happens if the notebook computer is lost/stolen/damaged?

A subsidised repair program has been put in place as part of the Notebook Support and Maintenance Fee that is charged by the College. Families will be liable for any costs to repair/replace the notebook computer and/or its accessories up to a maximum of \$250.00. An *Incident Notification Form* must be completed to initiate the repairs process. This form is available from the College ICT Helpdesk.

What if my son breaches the Learning Technologies Acceptable Use Agreement or the Laptop Non-Negotiables?

Breaches of the College policies will be referred to your son's Year Coordinator, whereby disciplinary action will be taken (which may include the confiscation of the notebook computer for a period of time). Repeated breaches will result in a parent interview to discuss the effectiveness of the notebook computer in your son's learning and the possible withdrawal of your son from the On-Demand Notebook Loan Program.

Can we install additional software onto the notebook computer?

Families are permitted to install any software that has educational relevance to their son's learning or applications required to work with their home network, provided that all licensing conditions for the software have been met.

What happens at the end of the year?

Towards the end of Term 4, a letter will be sent home detailing the procedures for returning the notebook computer and accessories, and a checklist for families to complete to ensure that the notebook computer and accessories are in good working order. The notebook computers and accessories are then refreshed in preparation for the rollout for the following year.

Is it too late to enrol my son in the On-Demand Access Notebook Loan Program?

We will be accepting late applications into the program until Friday, 3 February 2012. Information about the program and the application form is available on the College website under News and Events → Letterbox → 21/11/2011 Arrangements for the use of Notebook Computers in Year 9-12 2012.

If there are any questions regarding the On-Demand Access Notebook Loan Program or the distribution process, please do not hesitate to contact me at the College.

Yours sincerely



Mr Benjamin Lum
TEC Program & eLearning Coordinator