



Dear Parent/Guardian,

Over the past three years, your son has had the opportunity to use a Personal Learning Device (laptop) in a blended learning environment. In accordance with the Personal Learning Device Agreement signed in 2021, these laptops are now due for replacement.

Within the week commencing 27 November, a new laptop will be issued to your son and all Year 9 students. These new laptops are designed to support your son's learning needs heading into Year 10 and his senior years. The device that will be issued to your son is a Dell Latitude 5340 Laptop with the following specifications:

13th Gen Intel® Core™ i5-1335U CPU, 8GB RAM, 512GB SSD, 13.3" Touchscreen Display, Windows 11.

On the day your son receives the new replacement laptop, he will be required to temporarily return his current laptop which will undergo necessary reconfiguration so it can be used outside of the College's network and then it will be returned to your son. This reconfiguration is necessary to transfer the ownership of the device over to you. Closer to this date, the College will inform students of the date and period in which changeover will occur. On the day of the changeover, students will need to return their current laptop in order to receive the new one.

Alternatively, if this device is no longer required in your household, we can accept this device to process in an e-waste recycling facility on your behalf. If you wish for us to process this device for recycling, please reply to the email this letter was attached to advising us of this.

The hire fee for the new laptop is included in your tuition fees. The College will continue providing the following services:

- Dedicated College IT Helpdesk support
- Software licensing including Microsoft 365 and Adobe Creative Suite
- Access to student files via Microsoft 365 OneDrive
- Protective laptop case for improved safety while transporting the device
- Pool of loan devices available to provide to students during device repairs
- Three year warranty
- Accidental damage cover which includes all physical damage eg cracked screens. \$100 excess to be charged for each repair
- Covered for Theft and Loss. \$200 excess to be charged for each claim and parents are required to complete a statutory declaration and include a Police report in the event of a theft

A new laptop agreement will be sent out via email to digitally sign and accept the terms and conditions. The new agreement must be signed prior to your son receiving the new laptop.

If you require additional information about the laptop program, please don't hesitate to contact the IT team:

Information Services Department

E: helpdesk@stedwards.nsw.edu.au

P: 02 4321 6444

Regards,

Mark Bonnici

College Principal