



November 18, 2016

## Year 9 Laptop Distribution 2017

Dear Parent/Guardian,

Over the past 10 years the Year 9 laptop program has given all students a 1:1 opportunity of technology in the classroom allowing for better educational engagement and skills in preparing them for further education and career pathways. The school prepares each computer for student use with applications, classroom monitoring and support to ensure that the focus is aligned with their education and not the technology. As the distribution is in the second week of Term 1 2017, students may continue to use their iPads as back up devices until all laptops are distributed.

### Returning Forms:

Payment slips for the Year 9 1:1 Laptop Program are due into the College Office on **9th of December 2016**, however for those few who miss the deadline, we ask that you contact the school and not find alternative options as we will be able to assist you as mentioned on the payment forms. We also ask that you review the Responsible Use Agreement that was signed when your son or daughter enrolled at the college.

All forms for this program are available on the college website:  
<http://www.ringwoodsc.vic.edu.au/student-laptop-program/>

### Distribution Arrangements:

The laptops will be distributed to the Year 9 students over a number of days to enable them and one of their parent/guardians to collect the laptop and attend the **compulsory setup & information workshop session**. Sessions for students and parents are allocated by student form to specific dates and times to be held in the Ringwood Training – Engineering Building (Presentation Area), as outlined below:

#### Monday 6th February

4.30 to 6.15 pm 9A  
7.15 to 9.00 pm 9B and 9C

#### Tuesday 7th February

4.30 to 6.15 pm 9D and 9E  
7.15 to 9.00 pm 9F and 9G

#### Wednesday 8th February

4.30 to 6.15pm 9H and 9I  
7.15 to 9.00pm 9J

#### Location

Ringwood Training – (Presentation Area)  
Level 1, 3 Hill Street  
Ringwood VIC 3134

*Lift access, if required.*

Please contact Sheryl Vasey in the college office on 9870 2002 if you are unable to attend the designated session. Please understand that we are only able to accommodate changes in exceptional circumstances due to the number of seats available and also to ensure the quality and experience of practical hands-on introductory training offered.

Kind Regards,

**Mr M. Phillips**  
Principal

**Mr P. Kingston**  
IT Services Manager