For Year 10 – 12 Students Only

Out of School Notebook Program

Dear Parents

A notebook computer is a compulsory requirement for all students in Years 7-12 at Ivanhoe Grammar School. Students entering Year 10 - 12 have the option of either purchasing a computer outright through the School's 1:1 computer program, or purchasing a computer themselves and having it configured for use on the School's network by IT Services.

If you select the latter option, please note that the computer must adhere to these requirements:

Windows Notebook

- The computer must be running a legitimate retail copy of Windows 10 Pro or Education (proof of authenticity may be requested)

- At least 8 gigabytes of memory - 16 gigabytes recommended

- IT will install Sophos Enterprise Virus Protection on your OSM as part of the onboarding process, this is managed by IT to ensure it is kept up-to-date with virus definitions to protect your computer and our network.

- Microsoft office software is not required as this is supplied through the School

Apple Mac Notebook

- The Operating System must be MacOS 10.15 or higher

- At least 8 gigabytes of memory - 16 gigabytes recommended

- IT will install Sophos Enterprise Virus Protection on your OSM as part of the onboarding process, this is managed by IT to ensure it is kept up-to-date with virus definitions to protect your computer and our network.

- Microsoft office software is not required as this is supplied through the School

Please note you will be required to:

- Pay a Service Levy – $50 each time IT Services have to configure the notebook to the School network. This will be added to your School Account.

- Complete and return the attached form.
  The School also strongly recommends the purchase of:

- Extended 3 Year Warranty – most retail machines will include a limited one year warranty on some parts. This should be upgraded to cover 3 years.

- Comprehensive Notebook Insurance – most home contents insurance allow notebooks to be added as a mobility option, though the excess per claim may be high.

- A suitable notebook case.

It is worth noting the following:

- Retail stores often will not offer on-site servicing – history has shown students often experiencing long delays in servicing (upwards of a month in some instances without a replacement notebook).

- IT Services Staff cannot service the hardware of an external machine as this would void the manufacturer's warranty.

- Technical support from outside providers can be expensive should you have problems with the software. IT Services support on School Program notebooks is free.

- Some subjects studied will require specific software that only runs on the Windows OS. Students with a Mac computer who require Windows applications will have to install Parallels to facilitate this.

- The cheapest retail price you see may not include a comprehensive insurance policy, extended warranty or additional software which is included in the price of all computers in the 1:1 computer program.

- Whilst IT Services will assist with the configuration of the notebook computer, hardware support will continue to be provided by your retailer and the notebook vendor.

If you have any queries regarding the School's 1:1 Computer Program, our preferred model or purchasing a notebook outside the program, IT Services are more than happy to help. Please contact us on: 9490 1818 or itshelpdesk@ivanhoe.com.au.

Yours sincerely

Leyton Miles
Business Manager
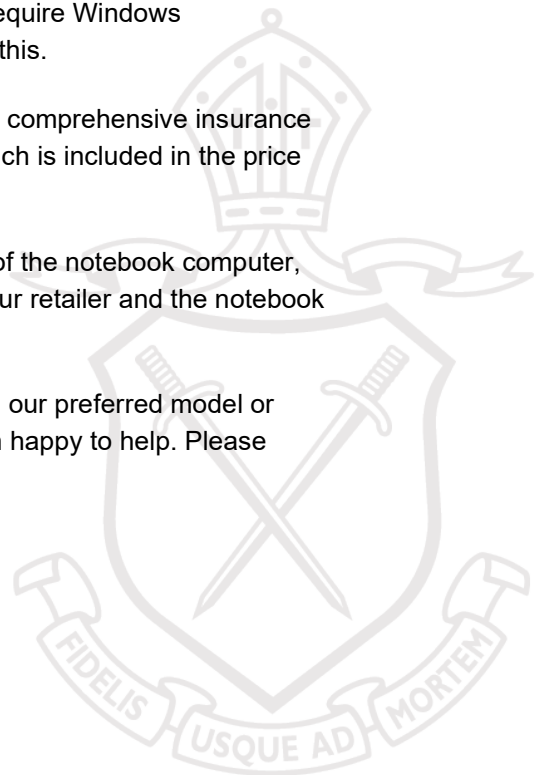
OUT OF SCHOOL PROGRAM NOTEBOOKS

The following checklist details the aspects of the machine specification that are mandated to ensure that they function in our environment:

Windows Notebook

Windows 10 Pro or Education versions only ☐

Apple Notebook

MacOS 10.15 or higher ☐

I confirm the following:

- I have read and understand the requirements for using an Out of School Program notebook computer.
- My notebook meets the mandated requirements as specified above.
- I give permission for the School to charge $50 (Inc GST) to my School Account to cover administration and configuration to the School Network.
- I understand that should the notebook require re-configuration to the School Network a charge of $50 (Inc GST) will be charged per incident. (Notification would be provided prior to the work occurring).
- I consent to an Asset tag being placed on my device so IT can send automated notifications to me when my device is ready.
- I have a current backup of my data (Anytime a system configuration change is being applied, in the event of data loss a current backup is required by you)
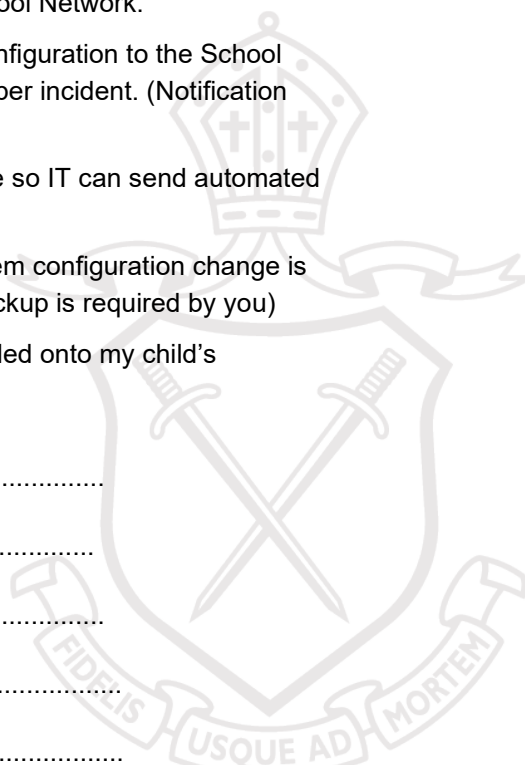- I consent to have Sophos Enterprise Antivirus installed onto my child's notebook computer.

Student Name: ....

Student ID: .... Year: ....

Parent/Guardian Name: ....

Signature: ....

Date: ....

Please return completed form to IT Services.

Manufacturer	
Model	
Operating System (Win/Mac)	
Operating System Version	
Serial #	
School Username	
Personal Computer Username	
Personal Computer Password (Pin is not accepted)	
Mobile Phone number	

For IT Services Use Only			
Checklist Complete	Notebook setup	HelpMaster Updated	