Dear Parents

The purpose of this letter is to outline arrangements made by the School for the distribution of tablet computers for students entering Year 5, 7 or 10 in 2014. Further details including information about the buy-back offer (for those entering Year 10 with an existing machine less than 3 years of age) and the tablet package selected for 2014 are available from the school website here: www.trinity.vic.edu.au/schoolpurchase

Since 1993, mobile computers have been an essential element in the education program at Trinity Grammar School for students from Year 5 to Year 12. Curriculum delivery via the School’s Intranet, research using the Internet and the day-to-day use of computer applications in a wide variety of subjects have become fundamental components of the School’s education program.

For this to work successfully within a school, it is important that the computer selected is suitable for the task, is convenient and portable in use, and most importantly, is adequately backed up by a rapid repair service in the event of an accident or problem.

Each year we survey the packages offered by a number of suppliers in order to provide the best possible alternative for our context.

The School Purchase Program
2014 is the fourth and final year of a transition to a new method of computer procurement. The School Purchase Program has been introduced to ensure a consistent computing environment in which students and staff can operate. This purchase program involves the School buying computers and then applying a computer levy on the school fees to cover costs. The Year 5, 7 and 10 classes of 2014 will be among the first groups to participate in the program and enjoy the benefits this approach affords. Advantages of the program include:

- A consistent hardware and software environment for all boys
- Software previously unavailable due to licensing constraints will now be affordable and accessible
- Onsite support for all boys with access to loan computers

How much will the levy be?
The levy will be the total computer package price (including insurance, extended warranty, service, the machine, software, financing and bag) divided by three: $2325 ÷ 3 years = $775 per year. This levy will be charged annually on the February fee statement.

Note: The information in this document is directed specifically to parents of boys entering Years 5, 7 and 10 in 2014. Information is different for boys at other year levels.
How is the program structured for the Year 5, 7 and 10 classes of 2014?
Boys entering Years 5, 7 and 10 in 2014 will be the fourth group to receive a computer as part of the School Purchase Program. Boys entering Year 5 will keep their machine until the end of Year 6 and then hand back the machine for reuse by Year 4 students as class sets. Boys entering Year 7 will be allocated a machine which they will use for 3 years until the end of Year 9. Boys entering Year 10 will be issued a machine for the remainder of their schooling at Trinity. Boys keep their 3 year old machines at the end of Year 9 and Year 12.

- Year 4
- Year 5
- Year 6
  ~50 students

Machines cycled to year 4 class set. Remainder used for loan pool, ad-hoc late intake students
  ~75 students

- Year 7
- Year 8
- Year 9
  ~150 students

- Year 10
- Year 11
- Year 12
  ~150 students

Handing the machine back at the end of Year 6
At the end of Year 6 boys are required to hand back machines to the school for reuse as class sets at Year 4. For this reason boys are asked not to “personalise” the exterior of the machine or bag with stickers or similar. (See section on “reasonable wear and tear”) There is also an option to keep the machine at the end of Year 6 by paying the 3rd year instalment. If this is of interest to you please notify the Director of ICT when the recall notification is issued.

Insurance, service and support
The process for managing repairs, insurance claims and for technical assistance remains unchanged: If there is any problem (hardware or software) with the machine, boys should bring their machine to the Tech Centre for service. If the machine has suffered accidental damage, an insurance claim will be raised and parents contacted to seek approval for the $100.00 excess. Warranty and software repairs are carried out immediately as there is no need for approval. Repairs are usually complete within 24 hours, often on the same day. Statistically machines average 2.5 hardware repairs during their 3 year life cycle with 70% of these repairs being warranty and 30% non-warranty.

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Leaving Trinity during the School Purchase Program
We understand that circumstances may change over a period of years. If your son leaves Trinity before the end of a “purchase program cycle” (i.e. sometime before the end of Year 6, or sometime between Year 7 and Year 9, or between Year 10 and Year 12) then the following will occur:

The computer should be to be returned to Trinity for assessment. If the machine is deemed to be in acceptable condition (see section below: reasonable wear and tear) then the computer will be accepted and used elsewhere in the program. Parents are responsible for costs associated with repairs to bring the machine up to an acceptable standard.

What constitutes “reasonable wear and tear”?
Trinity is obliged to maintain computers to a standard that the School’s financier would describe as “good working order”. Boys assume this obligation while they are using the computer.

Examples of what is considered normal wear and tear over the 3 year life of a machine:

- Slight discolouration of casing;
- Slight deterioration in screen resolution;
- Lightly soiled/worn keyboard, touchpad and mouse buttons;
- Small, superficial scuffs or chips on the casing;
- Loose or sticking keyboard keys;
- Bag in good condition without tears or damaged zippers;
- Working power adaptors; and
- A working battery.

Examples of what is not considered normal wear and tear:

- Damaged screens, including bruising;
- Damaged lid latches, hinges or other movable parts;
- Broken power adaptors;
- Machines which do not power on;
- Deep or unsightly cracks in the casing;
- Keys moved/swapped around or missing from the keyboard;
- Missing or damaged tablet pens;
- A dead battery;
- Bags with cuts, tears, broken zippers or graffiti;
- Attempted removal of, or deliberate damage to the serial number or product registration stickers; and
- Adhesive stickers, graffiti or intentional scratches and scuffs on the screen or casing.

Should damage be sustained while using the computer, boys are required to return the computer to the school tech centre for repair as soon as possible.

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The tablet computer chosen for 2014
After careful consideration of the available options, the School (staff and students) has decided to continue our relationship with Computelec with the Toshiba Portégé Z10t Tablet PC. You will find the full specifications of the computer and details of the service and damage cover provided by Computelec in the accompanying materials. Some key elements to note about the Computelec package are:

- The Toshiba Portégé Z10t Tablet PC has a Solid State Drive (SSD) which is more reliable (SSD drives are not susceptible to knocks and vibration), faster, lighter and more power efficient than traditional hard disc drives. Experience of these solid state drives over the past 4 years has seen a 90% drop in drive failure and the huge inconvenience that causes.

- The machine is physically small and light, making it convenient to carry from class to class at School, and easy to fit inside a school bag when travelling to and from home.
  Slate: Approx. 850g
  Slate with keyboard dock: Approx. 1.49kg

- The computers have a balanced technical specification with an aim to achieve a mix of good performance and a long battery life.

- The computers come with a protective case and cover which incorporates an internal hard shell and foam padding to protect the machines when being carried.

- The machines including the battery*, AC adapters and carry bag carry a three year manufacturer’s warranty. *The original Toshiba battery will be replaced within 3 years of the initial purchase if the battery fails to retain a minimum 25 minutes operational charge as measured by a battery testing utility under normal load without external devices attached.

- The machines are covered against accidental damage or theft by Computelec’s ComShield

- The machines are covered for total loss in the event of theft or other catastrophic event

- Repairs are carried out at School by Computelec technicians and are normally completed within 24 hours, often on the same day.

- The 2014 machines come with a second AC adapter (battery charger); one for home and one for school. As well as reducing what students are required to carry to and from school, this will also serve as a handy backup should one of the AC adapters be lost or fail.

- The 2014 machine also comes with a battery swap voucher which can be redeemed at a point determined by the student.

Why a tablet?
Trials of both slate (no keyboard) and tablet (integrated keyboard) devices in 2006 saw a switch to tablet computers for staff in 2007 and staff and students in 2008. Tablets offer considerable flexibility to users in educational settings by providing a keyboard for quick text entry and a pen for note taking, diagram drawing, mathematical notation, artistic and design endeavours, etc. With this in mind, it made sense to broaden our use of this technology to our students.

2008 saw all classrooms at Trinity fitted with interactive whiteboards. The selection of a tablet computer augments this infrastructure change and facilitates a more fluid integration and utilisation of these devices.
Software
Computers distributed to boys come with Microsoft Windows 8.1 operating system and the School software image pre-loaded. The cost of the software is, for the first time in 2014, included in the computer levy. This change is being made for boys entering year 5, 7 and 10 in 2014, but the levy will continue to be changed for boys at other year levels until phased out completely in 2017. The licences for software on each computer are education licences which do not include manuals or discs. Software licences are valid for educational use only, and can be used only while students attend Trinity.

Computer Support
The School has a Technical Support Centre where technicians employed by the School attend to any software problems on student computers. Software problems are normally resolved within 24 hours and often less. Computelec is responsible for all hardware repairs for warranty and ComShield claims. Repairs for accidental damage under ComShield or a total loss require the completion of a claim form and payment of an excess as detailed in the documentation.

Loan computers are offered when machines are dropped off for repair allowing boys to carry on working while repairs are carried out.

Wireless Networking at Trinity
Trinity students have enjoyed the benefits of a wireless network for nearly fifteen years. The School’s wireless network currently operates on the 802.11n standard, and all machines distributed in 2014 will have an inbuilt 802.11 a/g/n wireless card which allows connection to the School network and to most domestic wireless routers (usually 802.11g or 802.11n standard).

Computer delivery
Computers are delivered to boys on either the Thursday or Friday of the first week of school: the 6th or 7th February 2014. Some basic training is provided on the delivery day which is augmented with further training provided by the classroom teachers throughout the school year.

If you have any further questions about the School’s tablet computer program or the school purchase program, please consult the school website: www.trinity.vic.edu.au/schoolpurchase or alternately contact me at school on 9854 3600.

Robert Flavell
Director of ICT
November 2013

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