18 November 2016

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 in 2016. (Please note that information relating to other year groups is different.) Further details about the tablet package selected for 2016 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. Digital delivery of curriculum, 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. The aim of the program is for students to have a device available for learning at all times.

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

The School Purchase Program

For 17 years Trinity ran a Bring Your Own Device or BYOD approach for computer procurement. The School Purchase Program was introduced five years ago and it has been most successful. It ensures 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 to cover costs. Key benefits of this approach 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: $1785 ÷ 3 years = $595 per year. This levy will be charged annually on the February fee statement. For boys entering Year 5 2016 this amount will only be paid for two years as a new machine will be issued to all boys at the start of Year 7 in 2018. The School works hard to keep these costs as low as possible, and endeavours to provide parents with excellent value for money.
How is the program structured for the Year 5 class of 2016?

Boys entering Year 5 in 2016 will be allocated a machine (a Lenovo 11e in 2016) which they will use until the end of Year 6. They will then hand back the machine for reuse by Year 4 students as class sets. When boys transition to Year 7 in 2018 they will be allocated a new machine which they will use for 3 years until the end of Year 9. At Year 10, boys will again be issued a new machine for the remainder of their schooling at Trinity. (At the end of Year 9 and Year 12 families retain ownership of their machines.)

Insurance, service and support

If there is any problem (hardware or software) with the device, 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 completed 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.

Handing the machine back at the end of Year 6

As mentioned above, at the end of Year 6 boys are required to hand back their machines to the School for reuse as class sets for 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 Innovative Learning when the recall notification is issued.

Note: The information in this document is directed specifically to parents of boys entering Years 5 in 2016. Information is different for boys at other year levels.
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, 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 utilised 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 and small, superficial scuffs or chips;
- Lightly soiled/worn keyboard, touchpad and mouse buttons, loose or sticking keys;
- Minor scratches to the screen surface;
- Minor markings to bag, with no tears or damaged zippers;
- A working power adaptor and a working battery.

Examples of what is **not** considered normal wear and tear:

- Damaged screens, including bruising or substantial scratches;
- Damaged lid latches, hinges or other movable parts;
- Broken power adaptors, dead batteries and 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 components, e.g. tablet pens or AC adapter;
- Bags with cuts, tears, broken zippers or graffiti;
- Attempted removal of, or deliberate damage to the serial number or product registration stickers, or the addition of other adhesive stickers, writing or graffiti.

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. The boys should transport their computer to and from school in the protective bag, and place that bag inside their school bag.

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The tablet computer chosen for boys entering Year 5 in 2016

After careful consideration, the School has decided to use the Lenovo Thinkpad Yoga 11e at Year 5. An extensive survey of nearly 500 respondents (boys and staff) found that the Lenovo Yogas that were issued this year to boys in Year 7 and 10 have been extremely popular, and fit the needs of the School extremely well. The devices and servicing will be provided again this year by Trident Computer Services, who have afforded the School excellent service throughout 2015. You will find the full specifications of the computer and details of the service and damage cover provided by Trident in the accompanying materials. Some key elements to note about the Trident package are:

- The Lenovo Yoga 11e 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 5 years has seen a 90% drop in drive failure and the huge inconvenience this 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. Weight: 1.58kg
- 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 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 machines are covered against accidental damage by the Trident Capped Repair program.
- The machines are covered for total loss in the event of theft or other catastrophic event.
- Repairs are carried out at School by Trident technicians and are normally completed within 24 hours, often the same day.
- The 2016 machines come with two AC adapters (battery chargers); 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.

Why a tablet?

Trials of both slate (no keyboard) and tablet (integrated keyboard) devices at Trinity saw a switch to tablet computers for staff and students in 2008. Tablets offer considerable flexibility to users in educational settings by providing a keyboard for text entry and a pen for note taking, diagram drawing, mathematical notation, artistic and design endeavours. Indeed recent educational research tentatively suggests that pupils learn better when interacting with digital media using a stylus. With this in mind, the School feels that stylus-driven note-taking is an important feature of education. The device we have chosen also has an excellent full-size keyboard, to enable effective text input and develop keyboarding skills.

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Software
Computers distributed to boys come with Microsoft Windows 8.1 operating system and the School software image pre-loaded. (The School is currently testing the Windows 10 operating system, and intend to upgrade student devices in the future only when we can guarantee a stable environment with all our software.) The cost of all software is included in the computer levy. 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. Educational software licencing offers very significant cost savings when compared to purchasing individual user licences.

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. Trident is responsible for all hardware repairs for warranty and insurance claims. Repairs for accidental damage 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 sixteen years. The School’s wireless network was recently upgraded to the 802.11ac standard, and all machines distributed in 2016 will have an inbuilt Wi-Fi 802.11 ac / 802.11 a/b/g/n wireless card. The network settings will be preconfigured to connect to Trinity’s wireless system, but the cards also allow connection to most domestic wireless routers.

Computer delivery
Computers are delivered to boys on either the Thursday or Friday of the first week of school: 4 or 5 February 2016. 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 on 9854 3600.

Ben Ryder
Director of Innovative Learning
November 2015

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