DER Laptops – Year 9 2013
Important Information for Parents/Caregivers and Students

Dear Parent/Caregiver

Policy alterations relating to the distribution of 2013 DER laptops have resulted in the following changes to the requirements for student usage of the laptops from this year. This notification should be read in conjunction with the attached Student Laptop Loan Charter.

- The laptops will remain the property of Singleton High School at all times and will be issued to Year 9 students as a short term loan.
- They must be returned in good condition, together with all of the accessories, at the end of Term 4 on the date required. This date will be notified at the beginning of Term 4.
- A $50.00 bond is required for each laptop.
- No stickers are to be removed from or applied to the laptop. Laptops must not be written on or decorated.
- The cost of repair or replacement of, a student’s laptop due to damage or loss is the responsibility of the student and parent/caregiver. The replacement cost is $446.25 and repairs are $249.00. Both amounts are ex GST.
- As the laptop belongs to Singleton High School, leaving students must return the laptop to the school before their last attendance day even if they will be attending another NSW public high school.
- Subject to the return of the laptop and accessories in good condition and working order, the bond of $50.00 will be refunded by cheque to the parent/caregiver.

In order to be issued with a laptop the student must:

- Print, read and complete the Laptop Loan Charter attached to this notification,
- Pay a bond for the amount of $50.00 at the main office of the school, and
- Present the Loan Charter and the receipt to the TSO or Computer Coordinator at the time of collection. Only the front page need be printed and returned.

Laptops will be issued at the start of Term 3 to all students who have registered their intention to receive a laptop via the student Moodle server. Students will receive a link to this via their school email.

If you require further information about this process please contact Mr G Norris at Singleton High School at greg.norris@det.nsw.edu.au

In cases of financial hardship Parents/Caregivers should contact the Head Teacher of Welfare, Ms K Ballard to request assistance.

Yours sincerely

A Jarrett
PRINCIPAL