

# Sample Letter Only

14 November 2017

Dear Parent/Caregiver

RE: 2018 STUDENT LAPTOP PROGRAM

Congratulations on your son/daughter being accepted at Marryatville High School in 2018. This letter provides detailed information about the Marryatville High School Student Laptop Program.

I am requesting that you make provision to purchase the following package at a cost of \$1,233.10 (inc GST) for your child to use at school in 2018.

Included in the package (but not limited to) is:

- Lenovo Thinkpad L470
- 14" HD (1366 x 768) Screen
- Intel Core i5-7200U Processor
- 8GB RAM
- 256GB SSD
- Targus CityGear II Laptop Bag
- 3 Year Warranty with 3 Year On-Site Warranty Repair

I strongly recommend that parents consider taking up the 3 Year Accidental Damage with Theft and Loss Protection Policy at a cost of \$154.34. (Please note there is a \$100.00 excess payable when making a claim).

I believe this package represents excellent value for money and I seek your cooperation in ensuring that your child has this laptop computer to support their learning program from 2018 at Marryatville High School.

I am aware that some parents will have a laptop computer at home and would prefer their child to bring that to school rather than purchase a new one. Unfortunately we will not be able to accommodate that arrangement. We believe that students need to be using the same device with appropriate software to support our teaching and learning programs.

Successful implementation of the Marryatville High School Student Laptop Program does rely on parents purchasing the package for their child. We will have a small number of laptop computers to lend to students on a daily basis if parents are not able to initially participate in this scheme.

## **Purchasing Arrangements**

Following are purchasing arrangements which can be accessed through a Portal on the Marryatville High School Website: [www.marryatvillehs.sa.edu.au](http://www.marryatvillehs.sa.edu.au) under 'Student Laptop Program'. Please note that the

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school is not involved in the purchasing arrangements and does not receive any commission or financial benefit from a purchase.

Lenovo Thinkpad L470 (including Laptop Bag) \$1,233.10

## Plus Insurance (OPTIONAL)

3 Year Accidental Damage Protection Policy \$ 154.34

ASI has negotiated a Rental and payment plan option for parents who do not wish to purchase outright. Information is available on the portal at the time of purchase or ASI can be contacted for more details (see contact details at the end of the letter).

To guarantee that the laptop will be delivered by the start of the school year orders need to be placed by **Friday, 15 December 2018**. Orders can also be placed after this date for later delivery.

## Delivery Arrangements

Laptops should be delivered to the school by Monday 22 January 2018 and the school will arrange distribution.

## Using the Portal

1. Access the Portal via the Marryatville High School Website: [www.marryatvillehs.sa.edu.au](http://www.marryatvillehs.sa.edu.au) under Student Laptop Program
2. For security purposes parents need to register and create their own account on the Portal before being able to purchase the device. To register, click on the word Register located at the lower right hand side of the page, just above the red Login button.
3. After clicking on register, the 'Create an Account' page will open; provide all information including the following which is mandatory for individual purchasing:

**Student ID:** (*Your Student's ID Number*)      **Registration Key Code:** **marryat16**


4. Once all information has been provided, click on the red 'Submit' button located on the right hand side of the page; you will then have access to the Portal and be able to make a purchase.

(Once registered you may access the Portal at any time using the Email Address and Password you provided in Step 3 - above)

If you have any trouble accessing the Portal, please do not hesitate to contact Chris Ennis from ASI Solutions on 08 8354 6200 or [cennis@asi.com.au](mailto:cennis@asi.com.au)

If you have any questions, please contact the school on 8304 8420 (press 1 for Reception).

Yours sincerely

  
John Tiver  
Principal