

Sample Letter Only

09 November 2018

Dear Parent/Caregiver

RE: 2019 STUDENT LAPTOP PROGRAM

Congratulations on your son/daughter being accepted at Marryatville High School in 2019. This letter provides detailed information about the Marryatville High School Student Laptop Program.

Successful implementation of the Marryatville High School Student Laptop Program does rely on parents purchasing the below package for their child through our program partner ASI at the start of 2018. We are also finalising details of our new program which will require a second device to be purchased for the beginning of Year 11 (2 devices over 5 years).

The details of the package are outlined in this letter and we are requesting that you make provision to purchase the following IT package for your child to use at school in 2019 is as follows:

Lenovo Thinkpad YOGA L380	\$1,394.80
• Intel Core i5-8250U Processor	
• 8GB RAM	
• 256GB SSD	
• STM Blazer bag (blue)	
• 3 Year Warranty with 3 Year On-Site Warranty Repair with 3 Year Sealed Battery	

Plus Insurance (OPTIONAL)

3 Year Accidental Damage Protection Policy	\$ 171.66
--	-----------

I strongly recommend that parents consider taking up the 3 Year Accidental Damage with Theft Insurance at a cost of \$171.66. (Please note there is a \$100.00 excess payable when making a claim).

Purchasing Arrangements

The Lenovo Thinkpad can be accessed through a Portal on the Marryatville High School Website: www.marryatvillehs.sa.edu.au under 'Student Laptop Program'. Please note that the school is not involved in the purchasing arrangements and does not receive any commission or financial benefit from a purchase.

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 at Marryatville High School.

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 2019**. Orders can also be placed after this date for later delivery.

Delivery Arrangements

Laptops should be delivered to the school by Monday 22 January 2019 and the school will arrange distribution via a student rollout session.

Using the Portal

1. Access the Portal via the Marryatville High School Website: 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: «Student_ID» **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

I am aware that some parents may 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.

If you believe you are unable to meet the financial commitment or have any other questions, please make contact with the School's Business Manager, Hazel Bashford on 8304 8420 (press 1 for Reception) to discuss what support may be available to you.

Yours sincerely


John Tiver
Principal