4 November 2015

Dear Parent / Guardian

As you are aware The Peninsula School runs a compulsory Tablet PC program from Year 7 onwards. I am delighted to inform you that our 2016 offering has now been finalised.

Details of the School offering are as follows:

**Lenovo ThinkPad Yoga 260**

Specifications:
- Intel® Core™ i5-6200U processor (Skylake)
- 12.5" FHD IPS (1920x1080), 10 point Multi Touch display
- Active Stylus
- 8GB RAM
- 192GB SSD (Solid State Drive)

Inclusions:
- 3 year warranty
- 3 years insurance coverage (optional)
- Protective slipcase for education
- Windows 10 Education edition
- All required software preloaded

**Purchase Method:**

Outright purchase is made through the Winthrop online purchase portal via a cheque, direct debit or credit card. Please note that our supplier indicates that due to international currency fluctuations that pricing can only be held until 23 December 2015. They encourage all purchases to be submitted prior to that date to secure the device at the advertised price.

Details and instructions on how to purchase as well as some frequently asked questions are contained in the following pages. Our supplier, Winthrop, will invoice parents, and payment is required 14 days prior to delivery (delivery date is Wednesday 3 February 2016).

It is strongly recommended that you purchase your Tablet PC through the School. The School package is very competitive and we firmly believe it is better value on a like for like basis than purchasing outside the School. By purchasing through the School offering, you are ensured that you can access insurance and warranty claims as well as immediate and effective backup support and service. If for any reason you are considering purchasing a student Tablet PC elsewhere, then please read the attached information carefully, particularly with regard to extra charges that would be encountered.

www.tps.vic.edu.au
I would encourage you to discuss this decision with either James Caudwell in the Notebook Service Centre on 9788 7614 or myself on 9788 7876.

Orders must be submitted online by Friday 11 December 2015. (Refer to attachments on how to order).

Yours sincerely

Graeme Newland
IT Manager
Lenovo Yoga Cost Breakdown - The Peninsula School 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model: Lenovo ThinkPad Yoga 260 – I5 8GB RAM, 192GB Solid State Drive Windows 10 Operating System, AC adaptor 3 Year Machine Warranty</td>
<td>$1507</td>
</tr>
<tr>
<td>3 Year Battery Warranty Upgrade</td>
<td>$74</td>
</tr>
<tr>
<td>Targus ‘Contego’ Slipcase for Education</td>
<td>$33.54</td>
</tr>
<tr>
<td>3 Year Protecsure Comprehensive Insurance with $150 excess (Optional)</td>
<td>$181.82</td>
</tr>
<tr>
<td><strong>Total (ex GST)</strong></td>
<td>$1796.36</td>
</tr>
<tr>
<td><strong>GST</strong></td>
<td>$179.64</td>
</tr>
<tr>
<td><strong>Total (inc GST)</strong></td>
<td>$1976</td>
</tr>
</tbody>
</table>

**Microsoft, Antivirus and other Site Licensing:**

Please note that the School licenses a variety of software on a site license basis. This means the cost of the Microsoft, Antivirus and other components are not included in the School package but will be invoiced annually in the first billing run for each student ($136 per year). This model gives the student the right to use this software whilst they are a student at the School. Once the student graduates they will need to purchase a license for Microsoft Office 365 to continue using the software. If continuing to university then students will be able to be licensed under that licensing model.
4th November 2015

Dear Parent/Guardian,

On behalf of Winthrop Australia, I am pleased to provide you with the Notebook Information Kit which includes everything you need to know about ordering your son/daughter’s Notebook Computer.

As the preferred partner for The Peninsula School we are committed to providing your son/daughter with technology best suited to their needs whilst at school. Winthrop Australia’s ‘1-to-1 Student Notebook Program’ is developed to focus on providing notebooks at the most cost effective price without subsidising levels of customer service and notebook support. The program therefore provides a peace of mind that your child’s notebook computer is fully covered by a 3 year manufacturer’s warranty and optional (highly recommended) 3 year insurance policy.

Please note and follow the important instructions for purchasing of your son/daughter’s Notebook Computer on the following page. All orders must be submitted on the website before Friday 11th December 2015 to ensure your son/daughter receives their Notebook on the scheduled Collection Day.

If you have any concerns or queries regarding your order or you require additional information, please do not hesitate to contact one of our education team members on +61 3 8420 9399 or via email at salesvic@winaust.com.au.

Yours faithfully

Matthew Stone WINTHROP
AUSTRALIA Education
Account Manager
matthew.stone@winaust.com.au
Ordering Information

How To Order

2. Place your order online by completing the online order form.
3. You will receive an Order Confirmation email after completing your order. You will then need to follow the instructions on the confirmation to complete your payment.
4. If you do not receive an Order Confirmation please contact one of our education team members on +61 3 8420 9399 or email salesvic@winaust.com.au for assistance to ensure that your order has been placed correctly.
5. If changes need to be made to your order, please feel free to contact our team members at salesvic@winaust.com.au or on +61 3 8420 9399.

Important Dates & Information

- Student orders will need to be placed online on or before Friday 11th December 2015 to ensure you receive delivery on the nominated collection day. Orders placed after this date may be delayed to a later collection date.
- Payment must be received at Winthrop Australia 14 days prior to your computer being delivered.
- A Tax invoice will be posted to the mailing address provided.
- Student Collection Day: Wednesday 3rd February 2016

<table>
<thead>
<tr>
<th>Notebook Package</th>
<th>(All figures include GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lenovo Yoga 260 Convertible - including</td>
<td>NOTEBOOK PACKAGE PRICE</td>
</tr>
<tr>
<td>- 3 Year Warranty</td>
<td>$1,776.00 inc GST</td>
</tr>
<tr>
<td>- Targus Education Contego Case</td>
<td></td>
</tr>
<tr>
<td>- The Peninsula School Software</td>
<td></td>
</tr>
<tr>
<td>(For further details on the machine, please refer to the specification brochure online when placing your order)</td>
<td></td>
</tr>
<tr>
<td>Optional 3yr Insurance $150 EXCESS</td>
<td>NOTEBOOK PACKAGE PRICE</td>
</tr>
<tr>
<td></td>
<td>$1,976.00 inc GST</td>
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</tbody>
</table>
Minimum requirements for 2016 Non – School Purchased Laptops

It is our expectation that students will purchase a notebook via the School offer. If you choose to purchase outside of the School offer, the machine you purchase must meet the same specifications as the computers recommended by the School. Further to this, you will be required to have the School configure the machine and install all required school software. **The estimated cost of this is between $88 and $264.** You will need to deliver your machine to the Notebook Service Centre from anytime between 11 January and 22 January 2016 in order to have this work completed.

**Please also note that damage or faults to the hardware of laptops purchased outside of the School cannot be repaired by the School Notebook Service Centre.**

Any future software repairs are charged at an hourly rate of $88.00inc GST. For further information regarding this please feel free to contact James Caudwell on 97887614 prior to making your decision.

Any installed Anti-Virus programs will be uninstalled and the School owned Kaspersky Anti-Virus will be installed.

**Minimum specifications required:**
(Laptops that do not meet the minimum requirements will be handed back to the family and will not be configured by the School).

**Hardware:** Windows 10 Slate / Tablet PC, Multi-Touch enabled with Active Stylus
- Intel i5 processor
- 8Gb RAM
- 192Gb SSD
- Intel b/g/n/ac Wireless card

**Software:**
The School will install a licenced version of Windows 10 Education. Licensing is paid for as part of the School software levy.

**NB:** The MS Suite, Anti-Virus, and other site licence software is an annual fee that will be added to the first billing run each year for students in Years 7-12.
Frequently Asked Questions

_Doels every student at The Peninsula School require a Tablet PC?

Yes, the curriculum from Years 7 to 12 has incorporated the notebook into the program, and as such students must have continuous access to their own personal laptop. From 2013 students in Year 7 have been required to purchase a Tablet PC that is Multi-Touch enabled with Active Stylus. Year 11 & 12 students studying any of the IT subjects may need to update their notebook on commencement of these subjects.

_Why do students need to have a notebook?

The School believes in providing the best educational opportunities for the students under our care. Students need to have access to information and analysis tools at their fingertips. Like the pencil case of the past, the Tablet PC has become an integral part of the student toolkit that allows students to maximize their learning opportunities. Samples of the things possible using a Tablet include:

- English - essay drafting, mind mapping and desktop publishing, online collaboration
- Science - data collection and analysis, digital microscopes, science textbooks
- Music - music composition
- Religion - research and reference from material extracted from online sources.
- Mathematics - online testing, animated concepts, Excel, graphic calculator interface
- Art - digital artwork and enhancement, Computer Aided Design (CAD)
- History - digital presentations of projects, online research, collaboration
- Geography - weather research, GIS, online atlas
- General - Internet access, Zenith access, E-mail, viewing online media

_Is this a good deal?

We consider the deal offered to be very fair and reasonable. The deal includes:

- The Tablet PC
- Specially designed carry bag
- Three years warranty and optional insurance
- Windows 10 Operating System
- On site hardware and software support
- GST

At times there may appear to be very attractive deals online and at OfficeWorks etc, advertising similar machines. To make a fair comparison you must factor in the cost of extended warranty, insurance and software as well as comparing the individual specifications of the machine. When this is done invariably the School deal is a more attractive option. This year we are again confident that the deal on offer is better than that available through any other source.

_Doels my child require a printer?

Whilst there are printing facilities at school it may be desirable for a student to have access to a printer at home.
What about the Internet/Intranet?

The School has a permanent high speed fibre internet connection. Students are able to connect to the Internet throughout the School via our network. Each student is also provided with their own e-mail account.

All students have access to our Intranet (Zenith) both on and off campus. The Intranet contains detailed material on course outlines, projects and assignments, timetables, homework tasks, on-line tests, sports teams and calendars. There is no charge associated with the Intranet other than usual Internet costs if accessing from off campus.

How do you control use of the Internet?

It is the School’s belief that it is better to educate rather than prohibit and therefore the approach taken by the School is one of mutual trust. Students are required to enter into an Acceptable Use Agreement which is a contract between the student, their parents and the School. The Agreement specifies what appropriate use is, and in general we find that the system works very well. The School will act strongly in cases where the intent of the agreement is broken. Having said this, the School does have in place content filtering devices which can restrict the access of unauthorized and prohibited material.

What happens if the machine is out of action?

- The student needs to undertake the following steps:
- Take their laptop to the Service Centre which is located in the Senior Resource Centre.
- Notify their Mentor (particularly if it’s to be an extended period)
- Notify their class teachers and make suitable arrangements (this may mean completing set work in the traditional way, completing it at home, completing it in the Senior Resource Center or working with a class mate.)

The School will always try to arrange loan machines where possible for school bought machines.

How long does it take to have a computer repaired?

If the fault is software our aim is to rectify the problem by the same day. Normally this is possible; however there are times when the work load is such that a slightly longer delay may result.

If the fault is hardware, machines are repaired by a Winthrop technician (subject to parts availability) and returned usually the following day. There have been occasions when spare parts are unavailable and the delay may be longer, and the student needs to follow the procedure described under ‘What happens if the machine is out of action?’

What happens if my child drops or loses their laptop?

If the insurance option was purchased at the time of ordering then machines bought through the laptop deal are covered by insurance, providing that the student has exercised due care. In all cases of damage, the students are required to submit a written report of the cause of the damage and this also requires a statement from the parent. The School, and in some cases the insurance company, will further investigate each claim to determine the cause of the problem. The aim of the School is to reduce our insurance claims, as this will result in lower premiums and therefore reduces the price of the machines for you the parent. All insurance claims involve payment of an excess.
What is the Games Policy?

Whilst at times we would like to ban games, our approach is consistent with our Internet policy in relation to appropriate use; that in the long term education is more effective. Students are NOT permitted to play games in class at any time and action is taken against students breaking this rule. Occasionally there are one or two students who spend an inappropriate amount of time playing games and the School through its pastoral care program will work with parents to develop suitable strategies to ensure that the student is obtaining a balance in their educational and extra curricula development. Please contact your child’s Mentor if you have any concerns in relation to this matter. Students must not have pirated copies of games or software on their machines.

Material Subject to Copyright

Students must not have pirated games, music, movies or software on their Tablet PC. Any of the above must have been bought through legal means.

Should I buy a Tablet PC through the School deal?

We expect that all students take up the School package for the following reasons.

- The machines can be covered by insurance which we consider to be essential.
- All school software works on school Tablet PCs.
- All software and hardware problems are rectified easily at school.
- Peer assistance is made easier due to the commonality of model.
- Winthrop is a leading supplier of technology to the education market in Australia and provides quality after sales service.
- The School is able to support claims of a special nature when negotiating with the supplier.
- School supplied laptops are given priority in repair over non-school bought machines.
- If a non-school machine is bought we do not guarantee that we can resolve any software issues with it, and we will not solve any hardware issues. The responsibility will be up to the family to get the machine fixed outside of the School.

Of recent times in excess of 98% of Year 7 student machines are purchased through the School offering. We would like to see this increase even further as we believe that it offers the best outcome for students, their families and it certainly makes the job of their teachers much easier.

Will I have to buy my child another Tablet PC?

The computer that is bought for the student as they enter Year 7 would be all that is necessary until the completion of Year 9, at which point it may be required to upgrade to a newer machine. A machine should generally last 3 years which sees it to the end of its warranty period. In VCE some of the subjects are required to include computer components in their courses, and students in these classes must have machines capable of running the relevant software. However it should be pointed out that three years of continuous use in a school environment places a heavy demand on a laptop, and it is essential that the students take great care with their computers to ensure that they last.

Generally it is found that students will use their initial laptop from years 7-9 and then purchase a new machine for Year 10 and beyond. Laptops bought through the school package retain their warranty and insurance status at the school even after the student is no longer enrolled at The Peninsula School.

What about security?

Students are required to lock their laptops in their lockers whenever they do not require them such as at lunchtimes and sports practice. The locker rooms are open until the completion of sports practices. The insurance policy requires that the students exercise ‘due care’ and leaving a laptop in an
unsecured area may be in breach of this requirement. Please assist us by stressing to your child the need to secure their laptop.

**What about software?**

All school machines come with all software loaded. Any machine purchased outside of the school will have to have this software installed and the cost of the licences and labour must be paid for via charge to the book room account. The minimum hardware requirements for non-school purchased machines and the software licence and installation costs are detailed on the enclosed sheet. These machines must be delivered to the notebook service centre between 11 January and 22 January 2015 to have the software loaded. Please note the service centre will be closed prior to the 11 January. Machines dropped off from the 11 January will be available for collection by students when they return to school or for Year 7 students on the planned rollout day for school bought machines.

**Are there any health problems?**

We currently have over 1000 students using laptops in the school, and generally speaking we have not had problems in this area. We encourage appropriate use in terms of ergonomic practice and rest periods. We are very conscious that these are healthy young adults who need physical stimulation along with intellectual challenge and students are encouraged to go outside and be active during recess and lunch. Obviously any special needs can be discussed privately with the School Health Centre and appropriate strategies developed. We also take into account the weight of the laptop when selecting the model offered. With the introduction of the Slate PC, students should be able to carry one less bag and there should be less requirements of textbooks etc.

**Anything Else?**

We are here to help and assist you and your child in every way possible, so if you experience a problem we give an undertaking to attend to that problem as quickly as possible, and keep you informed of progress. If at any stage you want to discuss a matter please call our IT Manager - Graeme Newland on 9788 7876 or our Notebook Technician - James Caudwell on 9788 7614.