



GGHS Laptop Information

STUDENT LAPTOP INFORMATION for 2017 and beyond.....	2
BYOD Preamble	3
LAPTOP DIRECTIONS FOR 2017.....	3
GGHS Minimum specifications for Hardware and Software.....	4
Laptop selection check list	5
Parent portal vs Retail purchase of laptop	5
Software	6
BYOD SOFTWARE	6
BYOD Minimum Software requirements:	6
Anti-Virus software	7
Useful software to assist BYOD.....	7
Setting up your Laptop for use at GGHS	9
BYOD FREQUENTLY ASKED QUESTIONS – FAQ	9
About BYOD at GGHS	10
LEARNLINK OFFICE 365 INFORMATION	14

STUDENT LAPTOP INFORMATION for 2017 and beyond

Dear Parent/Guardian

Welcome to all new parents/guardians and students to Golden Grove High School. This letter provides some information about the laptop strategy we are using in 2017 and beyond. Please read this information carefully so that you are able to make an informed decision regarding your child's learning and education at Golden Grove High School.

In recent years we were assisted by the Federal Government to provide families with subsidised laptops for student use. Unfortunately, there is no further government funding available. In 2016 our school moved to a 'Bring Your Own Device' (BYOD) policy. This means that families are expected to provide a laptop for their children attending Golden Grove High School. Students are required to bring their device to school and class every day. Teachers develop teaching and learning around the use of a laptop and expect that students use this device as an essential part of their access to the curriculum.

It is important to note that not all laptops will operate efficiently and be able to be used within the Golden Grove High School infrastructure. There are a number of minimum specifications that parents/guardians must be aware of before making any purchase (refer to separate information).

To assist families with this decision, we have worked with ASI Solutions to develop a laptop purchase portal, which has been set up so that parents can purchase laptops online that meet the school essential minimum specifications. It is not compulsory to purchase from this portal, but there are distinct advantages in doing so. There are a number of laptops on offer to suit different pricing preferences. All of these laptops from ASI Solutions have been ratified by Golden Grove High School and all meet the schools essential minimum hardware requirements.

It is also of importance to note that the portal offers parents the ability to take out insurance, including accidental damage insurance. We suggest that you also look into your own household insurance to make a comparison.

The benefits for students and parents is that a purchase from the ASI Portal will include a carry bag as well as the added assurance that the device purchased meets the minimum specifications, providing parents and students with peace of mind. If, for some reason the laptop fails, ASI will endeavour to repair the device by the next business day. It is guaranteed that the student will not be without a laptop during this period of repair as the school will provide a loan laptop.

To access the portal, please go to: <https://gghs.asi.com.au> or alternatively you can access the ASI Portal via the Golden Grove High School website. Go to ('Our School – Information Communication Technology – BYOD Laptops or via the Resources Tab on the left hand side of the screen). Once you access the ASI Portal, you will have to register and create your own password before you can access any viewing of products.

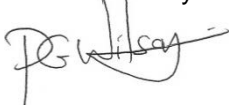
The specific Registration Key Code is gRov3hS

You will notice that you have access to two types of laptops, either touch screen or non-touch screen. If you require additional information about the device or payment options, please ring ASI directly on 8354 6200.

Attached to this letter is further information to assist you in your decision.

If you have further questions please do not hesitate to contact us at the school, you could ask to speak to David Poland or Toni Carellas.

Yours faithfully



Paul Wilson
Principal



Toni Carellas
Deputy Principal

BYOD Preamble

Purchasing your Laptop:

The information below is presuming your device meets the minimum specifications detailed separately.

When a laptop is purchased new from a retailer or the GGHS Parent portal (ASI), it comes with a pre-installed operating system (currently Windows 10).

The operating system is the basic brains to make the laptop work.

When first turned on the laptop will start an initial configuration process which is common to all current new Windows devices.

This initial configuration **does not apply** any Golden Grove High school software. There is some basic software included in this initial configuration that is useful for school activities, however there are specific software items we recommend be added to your laptop. These are listed separately below.

LAPTOP DIRECTIONS FOR 2017

2017 SCHOOL YEAR	Details of devices being used by students at GGHS
New students. Year 8 and any year level	All year 8 and other new students to the school will be asked to bring their own laptop to school – This is known as “Bring your own device” (BYOD). ASI is the school recommended laptop purchase portal. Parents may choose to purchase via the ASI Portal or their choice of retailer. If purchasing from another retailer and NOT ASI, please look carefully at the “ GGHS Minimum specifications for Hardware and Software ”. These specifications should be thoroughly considered to ensure that the student will be able to use their laptop efficiently and effectively in the GGHS environment.
If your child will be in Year 9 in 2017	Continue with existing BYOD . Please look carefully at the “GGHS Minimum specifications for Hardware and Software”
If your child will be in Year 10 in 2017	Continue with use of a School Loan Laptop already supplied or Return school loan laptop and make your own arrangements with BYOD Please look carefully at the “GGHS Minimum specifications for Hardware and Software” or Continue with existing BYOD
If your child will be in Year 11 in 2017	Continue with use of a School Loan Laptop already supplied or Return school loan laptop and make your own arrangements with BYOD Please look carefully at the “GGHS Minimum specifications for Hardware and Software” or Continue with existing BYOD
If your child will be in Year 12 in 2017	Continue with use of a School Loan Laptop already supplied or Return school loan laptop and make your own arrangements with BYOD Please look carefully at the “GGHS Minimum specifications for Hardware and Software” or Continue with existing BYOD
GG UNIT STUDENTS	School supplied laptops are located in unit classrooms. These laptops are assigned to them and stored in trolleys near Unit class rooms. These are not available for take home or use by other students

GGHS Minimum specifications for Hardware and Software

*If you choose to purchase a laptop device from a retailer other than **ASI, the recommended parent purchase portal supplier**, Please make sure that you adhere strictly to BOTH the MINIMUM HARDWARE specifications as well as the MINIMUM SOFTWARE specifications below*

BYOD Minimum Hardware requirements:

If NOT purchased from ASI portal

Windows only device;

Version 7 Home or better (windows 7 starter will not work)

Version 8.1 or better

Version 10

- 11.6 inch screen (1366x768 resolution minimum)
- 500 Gb HDD – SATA or 128Gb SSD
- 4 GB RAM
- Celeron processor, however an Intel i3 processor or better is recommended.
- Wireless a/b/g/n **(must be dual band 2.4/5.0 Ghz)**
- At least 7.5 Hour battery life, to provide “all school day computing”
- Recommended: Hard cover protective case/carry bag

NON recommended devices and operating systems

The School will not provide support for any of the following devices/operating systems;

Apple products (including iPads), Android, Chrome books, Linux, WinXP.

Although these products may work at GGHS there is no guarantee they will result in the learning and curriculum outcomes the school expects.

- **Problems connecting to the Internet via our school WiFi network**
- **Difficulties printing on school networked printers.**
- **Teachers are unable to provide efficient feedback on work, if submitted as a pdf (Apple products)**

Hence Students/Parents will need to take complete responsibility for all aspects of these BYOD's including the provision of any mandatory networking / application / security software. If students use these products, it is contrary to our recommendations and they may not be able to use their laptop efficiently and effectively in the GGHS environment.

Laptop selection check list

If you are buying from a retailer other than the ASI recommended parent purchase portal supplier, follow these guidelines to ensure that what you are being sold will operate successfully at Golden Grove High School.

Must tick one of the following;

- Windows Version 7 Home or better (windows 7 starter will not work)
- Windows Version 8.1 or better
- Windows Version 10

Must tick all of the following, or be better than;

- 11.6 inch screen (resolution 1366x768 minimum)
- 500 Gb HDD Or 250 Gb SSD
- 4 GB RAM
- Celeron processor, however an Intel i3 processor or better is recommended.
- Wireless a/b/g/n (must be dual band 2.4/5.0Ghz)
- At least 7.5 Hour battery life, to provide "all school day computing"
- Hard cover protective case/carry bag (Recommended)

ASI online purchase vs Retail purchase of laptop

Laptop considerations	ASI Online Purchase	Retail shop purchase
Education Grade components in laptop	✓	maybe not
Choice of laptop model	Fixed	Varied
On site repairs (at GGHS)	✓	✗
Next business day repair, subject to manufacturer Exchange device available during repair	✓	negotiable
3 year warranty	✓	negotiable
Will meet minimum software requirements	✓	negotiable
Guaranteed to be fully compatible with school infrastructure	✓	maybe not
Preinstalled operating system	✓	✓
Easy finance offering	✓	negotiable
Accidental damage warranty offered	✓	negotiable

Software

Software supplied by GGHS:

GGHS **only supplies access to the software** or provides recommended links to downloads, students are required to install all software or configuration steps themselves.

Microsoft Office 365:

There is no need for families to purchase Microsoft office.

Parents will need to sign off user agreements before Office 365 can be activated for students.

(separate information sheet)

All DECD students have access to various Microsoft Office 365 functions, these are either accessed online (via and active internet connection) using the students LearnLink identity and password.

Access is also provided to allow the student to download and install Microsoft Office Pro, which is a local copy of Microsoft Office installed to the laptop.

This download must be instigated by the student and done outside school hours.

DECD does not provide for this download to be done at during school hours from the school system.

Adobe Creative Cloud:

This is specialist software required for some subjects, GGHS will provide access to this software online (via and active internet connection) using the students LearnLink identity and password and ability to download and install a local copy of Adobe Creative Cloud.

Access to this software is provided only whilst the student requires it for the particular subject. At the conclusion of the subject access/license to Adobe Creative Cloud is withdrawn by GGHS

Anti Virus/Malware software

All laptops must have antivirus software installed and students will need to know how to turn it on/off. This is an integral requirement of the on-boarding process.

These are free home use anti-virus software suites. You should **only use one package on a device** as they can conflict with each other.

BYOD SOFTWARE

Generally

Golden Grove High School does not provide software for any BYOD. However we will provide **the basic software and configuration** to allow the BYOD to;

- Connect to the school wireless network
- Connect to the school filtered internet service
- Connect to the school virtual desktop
- Connect to the school managed print system
- Connect to the school network shared file store (Drives)
- Connect to appropriate network applications
- Provide list and installation points for common software resources.

BYOD Minimum Software requirements:

The software items below are available as free downloads and must be installed by student/family.

Links are provided on separate info sheet.

Antivirus software (MANDATORY):

- A current Antivirus and Malware software version with automatic updating enabled

Internet browser:

- Internet explorer version 10 or better must be installed.

Other software:

- Adobe reader version 10 or better
- Java – current version
- Flash player – current version

Anti-Virus software

These are free home use anti-virus software suites, you should only use one package on a device as they can conflict with each other.

Anti-Virus – Free

AVG: <http://free.avg.com/au-en/free-downloads>

Avira: <http://www.avira.com/en/download/product/avira-free-antivirus>

Microsoft Security essentials: <http://windows.microsoft.com/en-au/windows/security-essentials-download>

Anti-Virus – Purchased

Eset Security: <http://www.eset.com/au/download/home/>

McAfee: <http://www.mcafee.com/au/downloads/downloads.aspx>

Useful software to assist BYOD

With any software download you should always check that is suitable for your computer and is from a reliable source.

Many free downloads will contain advertising or only provide a part of a full paid for licensed product.

Some of these applications or equivalent may already be built in to your basic laptop configuration.

Adobe flash player <https://get.adobe.com/flashplayer/>

Flash Player displays Web content that has been created using Adobe Flash.

Shockwave <https://get.adobe.com/shockwave/>

Shockwave Player displays Web content that has been created using Adobe Director

Acrobat reader <https://get.adobe.com/reader/>

Adobe Acrobat Reader is the free, trusted standard for viewing, printing, and annotating PDFs

Foxit reader <https://www.foxitsoftware.com/downloads/>

Small, fast, and feature rich PDF viewer which allows you to open, view, and print any PDF file.

Primo pdf reader <http://www.primopdf.com/>

Create PDF files with the world's most popular free PDF creator

VLC player <http://get.videolan.org/vlc/2.2.1/win32/vlc-2.2.1-win32.exe>

VLC is a free and open source cross-platform multimedia player

WonderShare Player <http://www.wondershare.com/video-player/>

Seamless support of almost every video and audio format

Winzip <http://www.7-zip.org/>

7-Zip is a file archiver with a high compression ratio.

jZip <http://www.jzip.com/>

jZip is a free and easy to use compression software that is based on 7-Zip technology.

Chrome <https://www.google.com/intl/en/chrome/browser/desktop/index.html>

fast, free web browser

Firefox <https://www.mozilla.org/en-US/firefox/new/>

fast, free web browser

Java <https://www.java.com/en/download/>

Setting up your Laptop for use at GGHS

Prerequisite for BYOD use at GGHS:

Before a laptop can be configured for use at GGHS the follow pre-requisites must be in place. These items have found to be cause issues when connecting laptops to GGHS network. The obligation is on the student/parent to see that these are met.

- Students need to have local Administrator rights for the computer
- Antivirus needs to be activated and if needed the student must know how to disable it temporarily
- Any windows Updates need to be completed. (not awaiting install or restart)
- Any Games software or VPN / DNS software disabled from autostart (eg Steam, Skype, Log mein Himachi, etc)

First connection of Laptop to GGHS (On-Boarding):

This is a user initiated and driven process to configure the laptop for use at GGHS. This process is generally only need to be done once.

This process is call “on-boarding”. Students will complete this process themselves at school following an instruction sheet and help video.

ICT helpdesk will assist as required. Generally students with new laptops (Windows 8 or 10) will be able to self-configure. Windows 7 laptops may need extra ICT help.

Software installed by GGHS during the onboarding process:

The user driven GGHS configuration will install to the laptop the following;

- *GGHS and DECD wireless security certificates*
- *GGHS Internet/web configurations*
- *GGHS laptop enrolment portal/management software*
- *At School/At Home configuration tool*
- *School Printer and print charging system*

Configuring laptop for daily use at Home and school:

When GGHS configuration is completed the laptop will have two new desktop icons “At School” and “At Home”

These programs need to be run each time the device is used at a different location (home/School)

When run, each icon will reconfigure the laptop for use a home or at school.

Optional software students can install from resources provided at GGHS:

- *Citrix or Microsoft Virtual desktop client software*
- *Text books for local use on laptop*
- *Applications/Software as directed by class teacher*

BYOD FREQUENTLY ASKED QUESTIONS – FAQ

About BYOD at GGHS

Q: What is BYOD?

A: *BYOD stands for Bring Your Own Device. This means that all students bring a personally owned electronic device to school to enhance their learning. GGHS has specific BYOD requirements/specifications.*

Q: What if I already have a school supplied device?

A: *You may choose whether to continue using this school loan laptop or return the device with intent to BYOD.*

Q: Can I still obtain a laptop from GGHS, like my older children have done?

A: *The previous solution where the school supplied a device for every student is no longer viable for GGHS and has been discontinued; refer to previous communication about this. GGHS will always assist families who are in financial/family difficulties to provide access to a laptop. Contact the finance office or the Deputy to discuss circumstances to cater for social justice. It is an expectation that ALL new Year 8's and new students coming in to the school will provide their own laptop.*

Laptop selection

Q: Why is an iPad not on the list of recommended devices?

A: *iPads are ideal devices for content consumption, such as video players, web browsers or using apps. However, if the device is going to be used efficiently for all tasks in all subjects, then a device with a separate keyboard and Windows based operating system is essential.*

Q: I want to use my iPad or MAC.

A: *These devices will not function well within the school enterprise wireless network or with virtual desktop (VDI) supplied by GGHS. Here the end user experience will not be seamless and simple, eg flash does not work on all iPads, and some websites are not built to use iPads.*

Unlike private schools we cannot mandate suppliers or devices that are required for use here; equally we can't afford expensive infrastructure and human resources to support a multitude of systems. ICT systems are complex and we are seeking to make the BYOD journey easier for staff and students. Unfortunately for some this will preclude some devices eg: iPad/mac.

Q: I can't afford a laptop or deposit

A: *First contact the Deputy Principal or Finance office at the school, to discuss your circumstances. As a public school we will make every effort to cater for social justice and allow for successful learning outcomes.*

Q: Do I need to buy a new device, or will an existing one be OK?

A: *Whilst a new device is preferred, a device that is not older than 12 months is fine. Please check the specifications for the device, to see that it conforms to the GGHS minimum specification.*

What does the School provide

Q: What does the school provide?

A: *The school provides a subscription to Microsoft Office 365 via DECD, (cloud and local copy) as the core productivity suite. We provide filtered, high speed internet access and students have access to printing via follow-me managed print service. The school provides troubleshooting, fault diagnosis and assist with warranty claims and repairs, if devices are purchased through our purchasing portal partners. We do not repair devices.*

Q: Will the internet be filtered when the device is at school?

A: *Yes. As long as the device is connected to the student school network.
Parents should check their online networks at home to ensure they are filtered and consider how they will monitor usage at home. Filter does not apply at home.*

Q: Will my child be able to print?

A: *Yes. Printing is provided by either;
Installing and using the "Follow-me" print queue
Using the Web based printer queue
Using the Virtual desktop printers
These all access the managed print service. Students will need to carry their student ID card with them to be able to release their prints from selected devices.*

Q: What will happen if the device is used inappropriately?

A: *The consequences of any breaches of the Acceptable use of ICT Policy will be determined by the relevant Learning area leader, in accordance with the school's behaviour Management policies. This applies to any electronic device.*

Q: Are students able to use ear buds or other types of headsets?

A: *Students should carry ear buds in the event that a teacher may ask them to use them during class.*

Q: Who is responsible for any repairs or updating of personal computing devices?

A: *Families who own the personal computing device will be responsible for organising repairs and updates. The IT Helpdesk will demonstrate to students how updates are to be done on their devices. If a Laptop is purchased from the ASI Parent Portal, students will be provided with another laptop to use whilst theirs is being repaired.*

Q: Where will the devices be stored once they are at school?

A: *Students should ensure that when their devices are not being used that they are secured in their lockers making sure that the locker is locked.
However it is not recommended to leave them overnight in their lockers, instead take them home daily to recharge.
Students must always be using a carry bag.*

Q: Will students be able to recharge devices during the school day?

A: *Students should not have the expectation that they will be able to charge devices at school. Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices.
As part of personal organisation students need to prepare their devices at home for learning at school, as they would prepare their books and other tools for learning.*

Q: Who is responsible for the device at school?

A: *Students are responsible for their device at all times.
Devices should not be left in lockers at school overnight. No responsibility is taken by the school for loss or damage to devices owned or loaned by students.*

Software

Q: What software will my child's device require?

A: *Student devices will come with an operating system. This should be either Windows 7, 8.1 or Windows 10. Students should ensure that their devices have suitable Anti-Virus software installed.
Other tools such as a preferred web browser and audio and video playing tools are generally already installed as part of Basic O/S.
ICT Helpdesk will supply list of recommended web sites and links to download suitable software.
Beyond that the School will provide access to Microsoft Office 365 (Web based/cloud and download version to be available in term 1 by DECD.*

Q: Do I need to buy any software

A: *You should not need to buy any software for your child to use a BYOD at school. Most is available as free download, ICT helpdesk will provide link for this.
However purchased anti-virus software, anti-malware software can offer additional protection.*

Specific school applications will be provided by either Virtual desktop (VDI) or specific computer labs designed to operate the school specific software.

BYOD does always allow the personal choice to purchase software the student may require for specific subjects or personal use, this is a family choice.

Q: Do I need to update the software

A: *This needs to be done at regular intervals - especially when the device starts to operate slowly - see the IT Help desk for assistance.*

Q: What software will you install on my child's device?

A: *In order to connect to the secure GGHS network some software will be automatically installed, some will be made available to student to install themselves.*

Mandatory/Push application/configuration

- *GGHS and DECD wireless security certificates*
- *GGHS Internet/web configurations*
- *GGHS laptop enrolment portal software*

Optional/As required/Pull type applications

- *Citrix or Microsoft Virtual desktop client software*
- *Text books for local use on laptop*
- *Applications/Software as directed by class teacher*

If a laptop does not comply with GGHS security settings, access to network services will be automatically restricted, where some remediation software and advice will be made available.

Support

Q: Will teachers be responsible for troubleshooting and fixing students devices?

A: *No. Teachers may provide very basic troubleshooting advice.*

The IT Helpdesk is responsible for basic troubleshooting; this should be the first point of contact for any ICT related matter.

The GGHS ICT helpdesk team is there to assist. The office is generally open during the entire school day, and there may be some closed times depending on staffing.

Q: Will the device be covered by the school if it gets lost or damaged

A: *No. Parents should check their home and contents insurance policies and consider taking out insurance for damage, loss or theft.*

Q: Who do I contact for warranty support?

A: *If you purchased the devices from the ASI Golden Grove HS portal:*

Return the device to GGHS ICT helpdesk, where a temporary device will be supplied whilst the warranty repairs are carried out.

If you purchased the device from a retailer you will need to contact them directly. Loan laptops are not available from GGHS for these devices purchased from non-school supported vendor.

Q: What to do if laptop breaks down

A: *Report problem to the IT Help Desk for referral for a resolution as per our Damages Process*

Q: What do I do if battery goes flat at school

A: *It is important student brings laptop to school fully charged. Laptops cannot be charged in classes as that contravenes Work Health and Safety guidelines.*

Any electrical device (eg: power pack/adaptor used at GGHS must first be electrically tested and tagged, ICT helpdesk can assist with this.

Remember, watching videos or playing video games at school will reduce battery life.

Q: How to access the School purchase portal

A: *To access the portal, please go to: <https://gghs.asi.com.au> or alternatively you can access the ASI Portal via the Golden Grove High School website. Go to ('Our School – Information Communication Technology – BYOD Laptops or via the Resources Tab on the left hand side of the screen). Once you access the ASI Portal, you will have to register and create your own password before you can access any viewing of products.*

The specific Registration Key Code is gRov3hS

You will notice that you have access to two types of laptops, either touch screen or non touch screen. If you require additional information about the device or payment options, please ring ASI directly on 8354 6200.

If you have further questions please do not hesitate to contact us at the school, you could ask to speak to David Poland or Toni Carellas.



LEARNLINK OFFICE 365 INFORMATION

All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

- **Email (existing service)**

Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.

- **Office 365 ProPlus (new)**

Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices.

Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices.

Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by a student (including parent-owned). Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

- **Office Online (new)**

Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

- **OneDrive for Business (new)**

OneDrive for Business is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents.

Each student will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

Using LearnLink Office 365 Services

All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use.

The acceptable use agreements have been updated to outline conditions of use for the additional LearnLink Office 365 services.

A number of services provided by LearnLink Office 365 require internet access.

When students are at a school / preschool internet access will be filtered by DECD however access from home/off-site is not filtered by DECD and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

Installing Office 365 ProPlus

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used.

Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements

<https://products.office.com/en-au/office-system-requirements>.

What if I do not want my child(ren) to use the LearnLink Office 365 Services?

The school / preschool requires written notification as soon as possible if you do not consent to your child (ren) using the additional LearnLink Office 365 Services. Please email to notify the school.

How will my child(ren) access the LearnLink Office 365 Services?

LearnLink Office 365 services can be accessed by students by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>.

How can I ensure that my child has access to the LearnLink Office 365 Services?

Parents/Caregivers will be required to sign the letter provided and return it to Golden Grove High School during Fee Paying week which is scheduled from 18-20 January 2017. A copy of the letter will also be available on the Golden Grove High School website.

Dear Parent / Caregiver

LEARNLINK OFFICE 365

We welcome you and your child to Golden Grove High School. We look forward in working with you to ensure the best quality education for your child. As you are aware our school is a BYOD (Bring Your Own Device) school. To ensure that your child has access to Office365 we would like you to read the information below and signing off to ensure that as of Day 1 next year, your child will be able to access this Software.

LearnLink Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Golden Grove High School.

When enabled, students and families at our school will be able to download licenced versions of common applications used in teaching and learning for no charge, and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

In the accompanying document is some important information regarding the LearnLink Office 365.

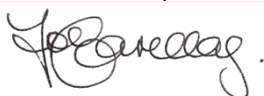
What is LearnLink Office 365?

LearnLink Office 365 provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program.

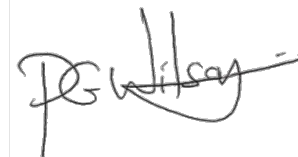
Please read the document and sign the reply slip below to acknowledge your desire to access the Office 365 products.

Should you have any further queries, please contact Toni Carellas.

Yours faithfully



Toni Carellas
Deputy Principal



Paul Wilson
Principal

LEARNLINK OFFICE 365 – PERMISSION TO ACCESS PRODUCTS
PLEASE RETURN TO GGHS DURING FEE PAYING WEEK 18-20 JANUARY 2017

I would like to access the Office 365 products.

I have read all the information regarding the Office 365 products, and am fully aware of any associated risks that may occur with the installation and use.

Student's Name:.....

Parent / Caregiver Name:

Parent / Caregiver Signature: Date: