Attention: The Principal

Subject: DER-NSW - TERM 4 LAPTOP POOL ADJUSTMENT PROCESS

A pool of laptops has been supplied to accompany 1:1 laptops. While allocated to schools it is viewed as a state wide resource. School numbers of pool devices will be adjusted based on the tracking of needs in the region. A process has been developed to ensure that all schools have sufficient laptops for students in years 10 and 11.

The following Pool Adjustment process will be trialled in Term 4 2010. In 2011 it is intended that a similar process will occur each term.

This process is intended to:
- ensuring that each year cohort has the same vintage laptop the pool
- provide a source of laptops for students who enrol at the school in later years e.g. in the case of Year 9 2009 red 2009 vintage laptops, this would be new enrolments in year 10 2010, year 11 2011 and year 12 2012.
- meet laptop needs of senior campuses and senior schools.

PURPOSE OF POOL

The allocated pool of laptops (approximately 10% above year 9 student enrolment numbers) is intended to provide for the required loans to students while their laptop is in for repairs or to replace a laptop in case of loss or theft. The pool is also to be used to replace laptops that are out of warranty (ie more than 2 years from date of delivery) which have a warranty style breakage. School laptop pools will also be increased as students leave the school and return their laptops.

POOL ADJUSTMENTS – process implemented from Term 4 2010

1. In Term 4 each year school enrolment projections will be used by DER-NSW to project laptop needs for each school for the following year. This includes senior schools with cohorts starting in years 10 and/or 11 and schools with unusual enrolment patterns e.g. feeder schools for IEC, intake of overseas students or students from non government schools.

2. ERN data will be compared with reports from RMU which generate the total number of pool laptops by vintage at each school. Damaged laptops in a school’s pool will be counted in this process. They remain a school resource even though damaged since school’s have the ongoing responsibility to maintain their fleet of laptops in working order.

3. From week 6 of term 4 DER Managers will arrange for transfer of laptops between schools to ensure Term 1 needs are met. This will continue into the school holidays. See attached Sample Notification TAB A. Only laptops in working order can be transferred.
4. From Term 1 2011 for the year 9 laptop rollout, 10% pool will be placed in schools and 5% to Regional DER Managers who can distribute laptops to any school with higher than expected enrolments. In Term 2 any remaining regional pool laptops will be released to schools.

5. Principals with concerns at other times should contact their Regional DER Manager who will arrange for a data check and source top up laptops if required.

Attachment:

TAB A   TERM 4 POOL AND PROJECTED ENROLMENT LAPTOPS

Collection/delivery notification

Dear Principal

In Term 4 each year DER-NSW undertakes an analysis of RMU and enrolment projections for next year.

According to the DER-NSW Implementation Procedures, one of the following applies to each school:

- any laptops in the pool above these numbers are to be made available for new enrolments at other schools.
- additional laptops are to be made available to meet your enrolment needs plus pool

The allocation for <name of school> for Term 1 next year <insert year> is:

- 2009 vintage - <insert number>
- 2010 vintage - <insert number>

The Regional TSO will be coming to your school on <date> to <collect or deliver> <no.> laptops.

Please ensure that this number of working laptops are ready for collection.

Regional DER Manager