Attention: The Principal

Subject: SHUTDOWN OF DER LAPTOPS

Following requests from principals DER-NSW has developed a process whereby principals are able to request the DER Compliance Team to shut down a DER Laptop. Sample letters have also been developed.

Reasons to request a laptop shutdown may include:

a. The laptop has not been retrieved from a school leaver
b. The student has stopped attending or is on long unapproved leave eg travelling overseas
c. The student refuses to bring laptop in for stocktaking
d. The student refuses repeatedly to bring the laptop in for class
e. The student has excessive absences

The steps to request shut down of a laptop are as follows:

1. Follow existing school strategies for return of school equipment or for noncompliance. Sample letters are attached. If the laptop is still not retrieved move to step 2.
2. Request your TSO to change the status of the device on RMU to Written-Off (Stolen*).
3. Please return the attached REQUEST TO SHUT DOWN A LAPTOP form to DER.Compliance@det.nsw.edu.au
4. The TSO is to mark the laptop as Written-Off (Stolen*) in RMU.
5. If this device is subsequently retrieved please advise DER.Compliance@det.nsw.edu.au

* New fields are to be developed in RMU for ‘left school with laptop’. These procedures will be adjusted and a notification made when this occurs.

Note that a student whose laptop has been permanently shut down for reasons b-e above is not entitled to a replacement with take home privileges or transfer of ownership when s/he leaves year 12 unless the student reimburses the school for the loss of the laptop. In such cases day loan only is available.

Principals may also request the shutdown of a teacher laptop where a teacher has left DET and not returned it.

Dianne Marshall
Director
Digital Education Revolution – NSW

December 2010
ATTACHMENTS:

1. REQUEST TO SHUT DOWN A LAPTOP – interim form

2. Sample letter A: STUDENT WHO HAS LEFT SCHOOL BUT IS YET TO RETURN HIS/HER LAPTOP

3. Sample letter B: THE STUDENT IS A NON ATTENDEE OR IS ON LONG UNAPPROVED LEAVE E.G TRAVELLING OVERSEAS

4. Sample Letter C: STUDENT WHO IS ALLOCATED A LAPTOP BUT IS NOT BRINGING THE LAPTOP TO SCHOOL AS REQUIRED

5. Sample Letter D: STUDENT WHO HAS NOT RETURNED THE LAPTOP FOR STOCKTAKE
REQUEST TO SHUT DOWN A LAPTOP – interim form

Email to: DER.Compliance@det.nsw.edu.au

This form must be emailed from the principal’s email

Name of school:

Name of principal:

I request the following laptop(s) be shut down.

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Student name</th>
<th>Reason</th>
<th>Attempts to retrieve laptop e.g. phone, letters</th>
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Sample letter A: STUDENT WHO HAS LEFT SCHOOL BUT IS YET TO RETURN HIS/HER LAPTOP

School letterhead

Name of student:____________

Dear Parent,

The student named above has yet to return the laptop that was allocated while a student at this school.

I seek your request in ensuring that this takes place within 5 days of receiving this letter.

The laptop should be delivered to the front office. If this is a problem please contact me to arrange an alternative e.g. delivery to another NSW government school; via a school friend; courier.

If the laptop is not returned, I am required by policy related to the Laptop User Charter to treat this as a contractual breach and refer the matter to NSW Department of Education Legal Branch. I will also apply for the laptop to be shut down.

Thus it is important to return the laptop as soon as possible.

Sincerely

Principal

date
Sample letter B: THE STUDENT IS A NON ATTENDEE OR IS ON LONG UNAPPROVED LEAVE E.G TRAVELLING OVERSEAS

School letterhead

Name of student:____________

Dear Parent,

The student named above has been allocated a laptop by this school. One of the conditions is that the laptop is brought to school daily for participation in lessons.

This is not taking place for the following reason:

☐ Excessive absence from school
☐ Travel overseas
☐ Other ____________________

As principal, I have the authority to temporarily or permanently remove access to a laptop.

The circumstances above mean that the laptop must be returned to the school. I seek your request in ensuring that this takes place within 10 days of receiving this letter.

The laptop should be delivered or mailed to the front office. If this is a problem please contact me to arrange an alternative e.g. delivery to another NSW government school; via a school friend; courier.

If the laptop is not returned, I am required by policy related to the Laptop User Charter to treat this as a contractual breach and refer the matter to NSW Department of Education Legal Branch. I will also apply for the laptop to be shut down.

Thus it is important to return the laptop as soon as possible.

Sincerely

Principal

Date
Sample Letter C: STUDENT WHO IS ALLOCATED A LAPTOP BUT IS NOT BRINGING THE LAPTOP TO SCHOOL AS REQUIRED

School letterhead

Name of student:____________________

Dear Parent,

The student named above has been allocated a laptop by this school. One of the conditions is that the laptop is brought to school daily for participation in lessons.

This is not taking place for the following reason:

☐ Forgetfulness or refusal to bring the laptop to school
☐ Excessive absence
☐ Other __________________________

As principal, I have the authority to temporarily or permanently remove access to a laptop or permission for a student to take a laptop home. A laptop will be made available for use at school. This will be reviewed if there is a change in circumstance.

The circumstances above mean that the laptop must be returned to the school. I seek your request in ensuring that this takes place within 5 days of receiving this letter.

The laptop should be delivered to the front office. If this is a problem please contact me to arrange an alternative e.g. delivery to another NSW government school; via a school friend; courier.

If the laptop is not returned, I am required by policy to request that it be shut down. Should this occur no further laptop can be issued for home use and the student is not entitled to a laptop on completion of year 12.

Thus it is important to return the laptop as soon as possible.

Please contact me if you wish me to review this decision on the grounds that the above issues will be resolved.

Sincerely

Principal

Date
Sample Letter D: STUDENT WHO HAS NOT RETURNED THE LAPTOP FOR STOCKTAKE

SAMPLE LETTER

School letterhead

Name of student:____________

Dear Parent,

The NSW Department of Education and Training is committed to keeping student laptops up to date with the latest software.

We are currently updating all year 10 computers. This requires all students to lodge their laptops with the school Technology Support Officer for one day so that the upgrade can take place. Students are requested to save any files they wish to keep to a USB drive. The TSO can assist with this process.

The student named above has yet to bring the laptop in for upgrade. I seek your request in ensuring that this takes place within 5 days of receiving this letter.

Should there be any issues relating to the laptop such as damage or loss, the student should see the Deputy Principal who will arrange for correct procedures to be followed and ultimately repairs or a replacement laptop.

At end of the upgrade process, if the laptop is not returned, I am required by policy related to the Laptop User Charter to treat this as a contractual breach and refer the matter to NSW Department of Education Legal Branch. I will also apply for the laptop to be shut down.

Thus it is important to bring the laptop in for upgrading as soon as possible.

Sincerely

Principal

Date