19 December 2016

Dear Parent/Guardian

**2017 Year 7 iPad Program: Collection of iPads from the College ITS Department**

The information in this letter is in relation to the collection of iPads purchased through the College before the beginning of the academic year.

Year 7 iPads have been configured and set up for the College Wi-Fi. As part of this configuration, Emmaus Apps have been installed and an Apple ID for the student has been created. Ideally all Year 7 students will bring their iPad to school for the first day.

Parents are able to collect College purchased iPads on the following dates and times:

- **Monday 23rd January:** 12.00pm – 6.00pm
- **Tuesday 24th January:** 8.00am – 2.00pm
- **Wednesday 25th January:** 10.00am – 3.00pm

Where: First Level: Fabris Building
(Across the piazza from Student Services is a set of stairs. Up the stairs, straight ahead is Information Technology Services (ITS))

When collecting the device, parents will be given an iPad information booklet of procedures and policies. Parents and students will be required to sign an ICT Agreement on iPad pick up. A copy of this Agreement can be found in the iPad booklet. We strongly recommend that you take the time to read, with your son/daughter, the policies and the Agreement at home.

A digital copy of the booklet will be available on Emmlink, our new Learning Management System, and on the Emmaus Website under Quicklinks. Parents will receive information in relation to accessing Emmlink at the end of January 2017.

By far the most common cost to parent, not covered by warranty, is breakage of the glass screen. Therefore please ensure you have an iPad cover to protect the device from damage.

If you have any enquiries please either phone or email:

Phone ITS: 9845-3222
Email: Emmaus College Helpdesk – helpdesk@emmaus.vic.edu.au

We look forward to the beginning of a partnership in educating your sons and daughters.

Yours sincerely

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Network Administrator

[Signature]

Tony Hirst
Principal