

November 26, 2018



ST MARY'S  
COLLEGE

Dear Parents and Carers,

This letter contains information for all students in the Senior School in 2019 regarding their laptop requirements as a part of the Bring Your Own Device (BYOD) program.

For the latest information regarding the BYOD program in 2019, especially updates to *Device Requirements*, *FAQs*, and access to *Device Purchasing Opportunities*, please visit the College website here: <https://www.smc.tas.edu.au/information-technology/>

**New students** can begin the process of enrolling their laptop into the College BYOD program from January 8, 2019. Students should also install their College provided copy of the Office 2016 suite on their laptop and install and configure the OneDrive app to connect to their College file storage.

Guides and instructions for enrolling your laptop, installing Office 2016 and configuring OneDrive can be found on the College website here: <https://www.smc.tas.edu.au/information-technology/resources/techguides/>

Please ensure that the laptop is online while attempting to follow any of the guides.

If you would like some assistance in enrolling your daughter's laptop, short help-sessions will be run throughout the day on Wednesday January 23, 2019. They run on the hour from 9.00am through to the last session at 3.00pm.

ICT staff will be available to run through the following set up procedures:

- Enrolling laptops into the BYOD platform;
- Installing the Office 2016 suite; and
- Installing/configuring the OneDrive app to connect to the College file storage.

If you would like to come along to one of these sessions, please book a time using the following link: <https://www.trybooking.com/427623>

**Existing students** that are replacing their device in 2019 will need to un-enrol or remove their previous device from BYOD management before attempting to enrol a replacement device – see the guide provided on the school website. Alternatively, contact the ICT Help Desk for assistance to un-enrol your previous device.

Additional support will also be available in the first week of Term 1 for any student having difficulty enrolling and setting up their device prior to the school term commencing.

Yours sincerely

Tameika Grist  
Director of Pedagogy