

06 October 2022

Dear Parent / Guardian

Year 7 – Chromebook Rollout – Tuesday, 11th October 2022

We are pleased to announce that on Tuesday, 11th October 2022 we will be issuing the Chromebook devices to those Year 7 boys who have signed up for one via the School scheme. We intend to issue the Chromebooks with accompanying instructions on paper as to how to set them up for the first time at home, and will also send these instructions home to you via email.

The boys will be given their device at the end of the school day so that they can return home at 1530 as per usual. However, if you wish to make alternative arrangements to collect them from school to avoid concern about them returning home on public transport with an expensive and highly portable electronic device in a nice new box, then please do. Alternatively, we highly recommend that boys bring a plastic bag or other appropriate receptacle that can fit the Chromebook book into it (box dimensions 410 x 245 x 80mm) and mask its expensive nature.

We will be conducting basic user training on the device with the whole of Year 7 in the Queen's Hall on the following day, Wednesday 12th October. Boys should expect to bring their device into school from Wednesday 12th October onwards on a daily basis, fully charged and secured in their school bag. We recommend that one of the many commercially available sleeve cases for the 11.6 inch ASUS-D Chromebook are purchased to further protect your investment in your child's education. We also suggest that you remind your son that the Chromebook should be closed with the screen to the inside when not in use (and not carried about, or placed in a bag, while in tablet mode). Avoidable damage to the device will not be covered by the School under our accidental damage offer.

Please make sure that you and your son read the Acceptable use of ICT Systems policy that is on the RGS website at '[Acceptable use of ICT Systems - Online Policy Document](#)'

If you have any concerns, or would like further details, please do not hesitate to contact the IT Department by email (ithelp@rgshw.com).

Kind regards
Mr Rose
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