



**Focus School Linton Park Campus
Heath Road
Maidstone
Kent, ME17 4HT**

Thursday, 24 November 2016

Dear Parents,

We are pleased to advise you that we now have a Lenovo laptop for every student in Year 9, 10 and 11. This laptop is for their own personal use and is the responsibility of the student.

To ensure your child is properly equipped, we recommend the purchase of a mouse and headphones (if required) the school will not be supplying these. Year 9 and 10 will be given a soft carry case to protect and store their laptop, however, year 11 students will need to purchase their own laptop case. If 9 and 10 students wish to purchase a new carry case that is perfectly acceptable.

Each laptop has its own unique asset identification number and we would ask that students do not personalise their laptops with labels or stickers.

It is vital that student's laptops are fully charged when they bring them to school as there are no facilities to charge them in classrooms.

May we remind you that both parents and students should have read the Digital Technology and Misuse Policy and signed the Acceptable Use Agreement - Digital, Citizen, Device and eLearning. These documents are available on our school website in the 'Parents' section if you need to read through them again.

We hope to issue the laptops to students tomorrow (Friday 25th November)

Please sign the reply slip (over) and return to the school office tomorrow, to confirm you are happy to accept responsibility for the laptop and that you understand the rules and obligations that must be adhered to.

We are confident, that these devices will be a great asset to your child's learning.

Yours faithfully

Mr Walby - ICT On-site Coordinator

LAPTOP ACCEPTANCE

Student Name:

Year:

We confirm, we have read the information on this letter and we agree to the rules, obligations and requirements required to enable my child to have their own laptop for school use.

Signed (parent/s):

Date: