



**MOUNT ST. JOSEPH
GIRLS' COLLEGE**
Virtue Courage



Laptop Program Years 7- 9

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LAPTOP PROGRAM YEARS 7- 9

Years 7- 9 Bring Your Own Specific Device Policy

Mount St. Joseph Girls' College has implemented a BYOSD (Bring Your Own Specific Device) program for families of Year 7 to 9 students starting in 2025. Students will be required to purchase an Apple laptop computer. This common, specific device for Years 7 to 9 supports the transition to secondary school and provides learning benefits. This document outlines options, service, and support arrangements as well as parent and student obligations.

Purchasing Laptops

The laptop can be selected from the Apple laptop range so if it meets the recommended **minimum specifications** as outlined below. Options are:

1. Purchase through Mount St. Joseph Girls' College's preferred supplier via an online portal – This avenue will offer a choice of the capable laptop models at competitive pricing, payment/finance options, onsite hardware support and accidental damage insurance. Families who choose a finance option are encouraged to review the terms and conditions carefully and seek advice in determining if the finance product is right for them. In cases of financial hardship, it is recommended that you contact the College. The portal can be accessed at:

[Mount St. Joseph Girls' College Portal \(compnw.com.au\)](http://compnw.com.au)

2. Source (one of the listed options) from a supplier of your choice – Mount St. Joseph Girls' College still recommends the purchase of warranty and insurance for the expected 3-year life. IT will be able to support software needs regardless of the chosen option.

Additional Considerations

- Protective case (that fits inside the school bag) to guard against accidental damage.
- Headphones will be required for NAPLAN testing.
- SD cards or external drives can expand storage capacity.
- Peripherals can be sourced from other suppliers.
- Adequate warranty and insurance.
- Antivirus for BYOSD laptops will be supplied by Mount St. Joseph Girls' College.

Parent and student obligations

- Students will be expected to bring a laptop (each day) that meets minimum specifications and laptops that do not meet the minimum specifications will not be able to access our network and resources.
- If students require an alternate device for medical or special needs, a request (in writing) may be made to the Deputy Principal – Learning.
- Prior to connecting to our network, parents and students will be required to read and sign the **Digital Technologies Acceptable Use Agreement**.
- Students must use their laptop in accordance with the **Digital Technologies Acceptable Use Agreement**.
- While at school, the laptop is to be used for educational purposes only.
- Students must bring their laptop to school fully charged each day.
- Students must only connect to MSJ's BYOD network and are not permitted to connect to another network while at school (e.g., phone hotspots). Our network is designed to provide filtered internet and access to resources.
- Teachers' directions in using technology must be followed.
- Students are responsible for care of their laptop while traveling to and from school, at school and during school related activities.
- Students must report if their laptop is no longer operational – a loan machine may be available while the laptop is being repaired.
- If a loan laptop is issued to a student, the same responsibilities apply.

IT Support

Infrastructure

- Mount St. Joseph Girls' College will provide a wireless network connection with secured filtered Internet access.
- Access will be given to resources such as online tools and software applications.
- Students will be allocated \$20 printing credit at the start of the year and may purchase more credit from reception if required.

Security

Anti-Virus/Malware protection will be made available by the school for students to install to provide up-to-date protection. As multiple antivirus/malware programs might conflict, it is recommended that only one security application is installed.

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Mobile Device Management

Mount St. Joseph Girls' College will require students to enrol their BYOSD laptop into our mobile device management platform **Microsoft Intune**. This will allow access to install school required software via an internet connection. Enrolling your laptop will give IT limited access to your device, i.e.

- Information on laptop specifications, e.g. make, model and hardware resources.
- List of installed applications.
- Ability to update the operating system (to keep it current and secure).
- Ability to lock, restart and reset factory settings, remotely run anti-virus/malware, remotely deploy school related software. These abilities will only be used in conjunction with the owner of the device.
- School supplied email
- Data that is stored on Mount St. Joseph Girls' College supplied storage (Google Drive/One Drive/CANVAS).

IT will not have access to personal email, personal social media profiles/applications, personal data (including photos), personal calendars, web browsing history (outside of school), contacts and passwords.

What is Supported

The ICT department will incorporate a high level of support into the BYOSD program to deliver a streamlined service. IT will be able to support:

- Operating systems (MacOS 13 Ventura and above).
- Connection to the wireless network.
- Connecting to the internet (supported browsers will be Safari, Google Chrome and Mozilla Firefox).
- Enrolment in the mobile device management system.
- Access to software and systems.
- Connection to Mount St. Joseph Girls' College's print network
- Software issues (school related applications and supported operating systems)

Where the laptop has been purchased through the online portal, IT will also provide:

- Onsite warranty repairs under 3-year warranty arrangements.
- Onsite insurance claims where accidental protection is part of the bundle or has been selected – further details can be found in the **Insurance Options and Claims Information** section.
- Reasonable assistance with home connectivity and printing issues.

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What is Not Supported

We will not be able to support:

- Non-school related software – software installed by the student or third party.
- Personal email and social media issues.
- Unsupported operating systems including MacOS prior to Version 13 Ventura, Linux and Chrome OS.
- Hardware warranty repairs if the laptop has **NOT** been purchased through the online portal. We will offer troubleshooting and advice but ultimately the laptop will need to be returned to the place of purchase for warranty claims.
- Insurance claims if the laptop has insurance coverage but has **NOT** been purchased through the online portal – we will be able to offer troubleshooting and advice but ultimately the laptop will have to be returned to the place of purchase for an insurance claim.

Onsite Support

From time to time, students seek support from IT. IT will create a job ticket to record any issue or damage. A copy of this ticket can be made available via email. While every effort will be made to achieve same day return for non-hardware related issues, there may be a necessity to store laptops overnight in a secured room.

Loan Laptops

In the event of laptop failure, damage or loss, the College will provide a loan laptop where possible. The duration of the loan would not normally exceed two weeks without evidence of repair or replacement effort. In all cases, students must return loan machines when requested to do so.

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Minimum System Requirements

The specification table below outlines minimum system requirements and hardware specifications for Years 7 to 9 student devices entering the BYOSD program in 2024. These details are provided to ensure that laptops perform adequately and are compatible with Mount St. Joseph Girls' College's infrastructure.

All Apple laptops that will be on offer via the online portal will meet or exceed these requirements. It is recommended that when choosing a laptop, that the student's curriculum is taken into consideration to maximise their learning experience.

| Laptop Details | |
|--------------------------|--|
| Device Type | Apple MacBook/Air/Pro Laptop |
| Operating System | macOS 13 (Ventura) |
| Wireless | 5GHz 802.11ac |
| Minimum Storage Capacity | 256GB |
| Minimum RAM | 8GB |
| CPU | MacBook 2020 Model (M1) or above (M2 and above Recommended) |
| Further Requirements | |
| Form Factor | MAC Laptop must have a physical qwerty keyboard. The following devices are not supported as primary devices Google Chromebook, Android tablets, iPads, mobile phones, and eBook readers. |
| Screen Size | Minimum Size: 12" - Maximum Size: 16". When considering screen size remember to consider transporting the device to and from school. |
| Battery Life | 8 + hour battery life – referred to as “all day” |
| Weight | 2Kg Maximum is recommended |
| Storage | Hard Disk on the device should be SSD (Solid State Disk) |

Additional Considerations

- A protective case that will fit into a school bag will be required to guard against accidental damage.
- External hard drives can expand storage capacity.
- A newly purchased laptop comes with 3-year warranty and optional insurance to cover hardware failure, damage, or loss.
- Antivirus for BYOD devices will be supplied by Mount St. Joseph Girls' College.

If you have any queries regarding BYOSD devices, please do not hesitate to contact the IT department on

Ph: 03 8398 2000 or Email: helpdesk@msj.vic.edu.au

Purchasing your Laptop on the Parent Purchasing Online Portal

Mount St. Joseph Girls' College has worked with CompNow to make available an online system to purchase student laptops. This document outlines the benefits and options of using this system, the laptops that will be on offer, as well as step-by-step instructions on how to purchase.

Things to note about using the Parent Purchasing Online Portal

- The portal will offer laptops and accessories that have been selected by Mount St. Joseph Girls' College to ensure they are capable, equal or exceed our defined minimum system requirements and will meet the educational needs of the College.
- Laptops that are available on the portal will be competitively priced.

Available accessories will include:

- Slimline protective cases, required to protect against accidental damage.
- Headphones, required for students participating in NAPLAN.
- Multiport adaptors and docking stations and chargers.

When purchasing on the portal the payment method will require a credit/debit card – Visa, Mastercard or American Express.

For people with healthcare cards, a separate financing option that will not be on the site but could be considered is the **No Interest Loan Scheme** by Good Shepherd Microfinance. Further information can be found at this link:

<https://goodshep.org.au/services/nils/>

Please seek independent financial advice if you are considering using a finance option.

- All laptops will come with a 3-year warranty. Laptops that are purchased via the portal can have warranty repairs carried out onsite by a qualified technician in the ICT department. This ensures a quick response.
- The laptops will come bundled or have available as an additional option, insurance policies that will cover Accidental Damage. The insurance claim and repair can be carried out onsite by a qualified technician in the school's ICT Department. This also ensures a quick response and turnaround for the repair. Further information about available insurance policies can be found in the Laptop Insurance Options and Claims Procedure section of this document.

Please note you can (depending on model) choose not to have insurance. In this case, we recommend that you check your house and contents insurance as the laptop may be covered under that policy. Your car insurance policy may also cover the laptop while it is in your car if it is out of sight.

- All laptops once purchased will be sent to your home or an alternate address of your choosing.

Purchasing Laptop Outside of the Parent Purchasing Online Portal



If you choose to purchase from your own preferred vendor, please consider:

- The supplied device specifications outlined in the above Years 7-9 BYOSD Policy section of this document. This lists the minimum recommended requirements for your Apple laptop and will ensure the laptop will meet the needs of the classroom and provide a long-lasting device. Laptops that do not meet the minimum requirements may have a less than satisfactory user experience and, in some cases, may not be able to connect to the College network.
- Onsite hardware warranty repairs: If the laptop has not been purchased through the Parent Purchasing Online Portal, IT will not be able to carry out hardware repairs on the laptop. We will be able to offer troubleshooting and advice but ultimately the laptop will have to be returned to the place of purchase for warranty claims to be processed.
- Onsite insurance claims: If the laptop has insurance coverage but has not been purchased through the Parent Purchasing Online Portal, IT will not be able to carry out laptop insurance claims on behalf of 3rd party insurers. Again, we will be able to offer troubleshooting and advice but ultimately the laptop will have to be returned to the place of purchase for the insurance claim to be processed.
- If purchasing your own laptop, please consider purchasing with 3 years of warranty. This will protect your laptop in the event of hardware issues.
- Consider insurance for your laptop as such coverage will protect against accidental damage and possibly theft. Your own house and contents insurance may provide adequate coverage that will apply. Refer to your policy for details and excess information. Car insurance may protect your laptop while in the car – please refer to your own car insurance policy for details on what it covers as well as excesses.



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Laptops on Offer

For the 2025 school year, the following Apple laptops have been selected for offer via the Parent Purchasing Online Portal. All come with 3-year warranty and insurance protection will be an option at purchase.

| | |
|---|---|
| <p>Apple MacBook Air 13.6" with M2 Chip and 8 Core GPU</p>  <p>The image shows an Apple MacBook Air laptop with a 13.6-inch display. The screen displays a vibrant purple and white abstract pattern. A small black square with the white Apple logo and 'M2' text is overlaid on the top right corner of the laptop.</p> | <p>Apple M2 Chip / 8-Core CPU</p> <p>13.3" Diagonal LED-backlit display with IPS technology 2560 by 1664 native resolution 256GB SSD storage 8GB RAM Touch ID Force touch trackpad 2 Thunderbolt /USB 4 ports, also used for charging and DisplayPort 802.11ax Wi-fi a/b/g/n/ac compatible and bluetooth 5.3 1 Headphone port 1080p FaceTime HD camera 3 Microphone array and stereo speakers Up to 18 Hour battery life Comes with 3 Year CompNow warranty</p> <p><i>Suited for most school workloads.</i></p> |
| <p>Apple MacBook Air with M3 Chip and 8 Core GPU</p>  <p>The image shows an Apple MacBook Air laptop with a 13.6-inch display. The screen displays a vibrant purple and white abstract pattern. A small black square with the white Apple logo and 'M3' text is overlaid on the top right corner of the laptop.</p> | <p>Apple M3 Chip / 8-Core CPU / 8-Core GPU</p> <p>13.6" Liquid Retina display with True Tone, 2560 by 1664 native resolution 256 GB SSD storage 8GB RAM Touch ID Force touch trackpad 2 Thunderbolt 3/USB 4 ports, also used for charging and DisplayPort MagSafe 3 Charging Port 802.11ax Wi-fi a/b/g/n/ac compatible and bluetooth 5.3 1 Headphone port 1080p FaceTime HD camera 3 Mics and stereo speakers Up to 18-hour battery life Comes with 3 Year CompNow warranty</p> <p><i>Better suited for more multimedia intensive workloads.</i></p> |

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| | |
|--|--|
| <p>Apple MacBook Air with M3 Chip and 10 Core GPU</p>  An Apple MacBook Air laptop is shown from a front-three-quarter view. The screen displays a vibrant purple and blue abstract pattern of overlapping, fan-like shapes. A small, semi-transparent blue square with the white Apple logo and 'M3' text is overlaid on the top right corner of the screen. | <p>Apple M3 Chip / 8-Core CPU / 10-Core GPU</p> <p>13.6" Liquid Retina display with True Tone, 2560 by 1664 native resolution</p> <p>512 GB SSD storage</p> <p>8GB RAM</p> <p>Touch ID</p> <p>Force touch trackpad</p> <p>2 Thunderbolt 3/USB 4 ports, also used for charging and DisplayPort</p> <p>MagSafe 3 Charging Port</p> <p>802.11ax Wi-fi a/b/g/n/ac compatible and bluetooth 5.3</p> <p>1 Headphone port</p> <p>1080p FaceTime HD camera</p> <p>3 Mics and stereo speakers</p> <p>Up to 18-hour battery life</p> <p>Comes with 3 Year CompNow warranty</p> <p>Better suited for more multimedia intensive workloads</p> |
| <p>Apple MacBook Pro 15" screen with M3 Chip</p>  An Apple MacBook Pro laptop is shown from a front-three-quarter view. The screen displays a dark, abstract pattern of glowing, wavy lines in shades of blue and white. A small, semi-transparent blue square with the white Apple logo and 'M3' text is overlaid on the top right corner of the screen. | <p>Apple M3 Chip /8-Core CPU / 10 Core GPU</p> <p>14.2" Liquid Retina XDR display</p> <p>3024x1864 native resolution</p> <p>Touch ID sensor</p> <p>512GB SSD storage</p> <p>8GB RAM</p> <p>2xThunderbolt 3 (USB-4) ports</p> <p>HDMI Port</p> <p>SDXC card slot</p> <p>Charging port</p> <p>Force touch trackpad</p> <p>802.11 ax Wi-Fi a/b/g/n/ac compatible</p> <p>Bluetooth 5.3 wireless technology</p> <p>1080p FaceTime HD Camera for video calls</p> <p>Three mics and 6 speaker sound system</p> <p>Headphone port</p> <p>Up to 22 Hour battery life</p> <p>Comes with 3 Year CompNow warranty.</p> <p>Suited for all school workloads.</p> |

Accessories on Offer

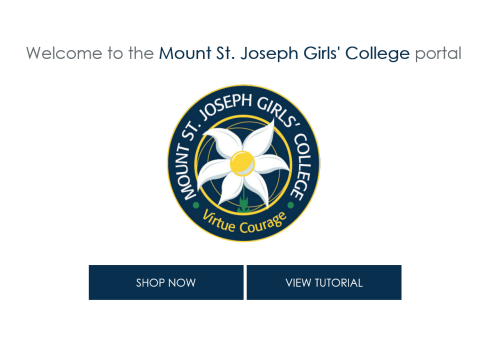
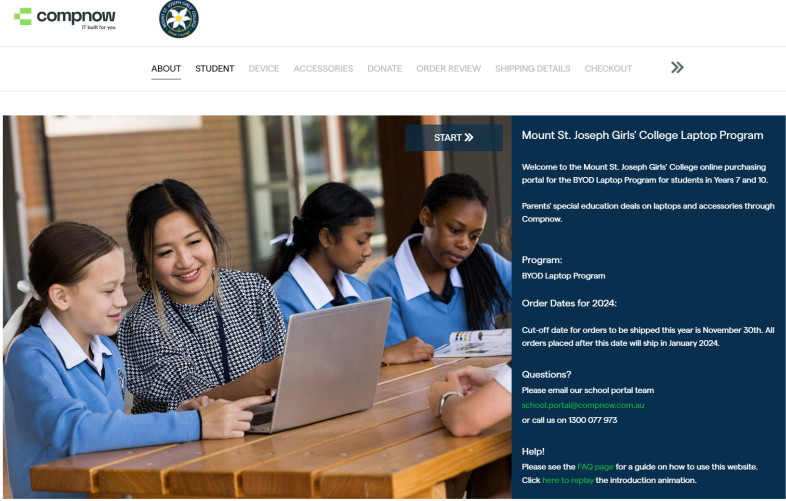
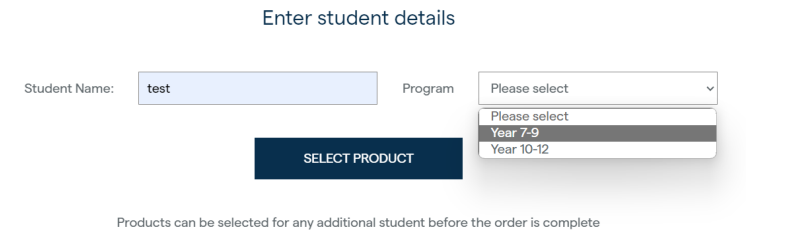
In addition to purchasing a laptop, there will be several optional accessories available to purchase as well. These will include:

- **Protective cases** – This will give your laptop protection while in transit. They are also designed to fit into the schoolbag for added protection. These are highly recommended to protect your laptop and guard against accidental damage.
- **Multiport Adaptors and Docking Stations** – Modern laptops come with a minimum number of ports in them. To expand what you can connect to your laptop, one of these could be considered.
- **Headphones** – There will be headphones on offer with different capabilities. If you are considering these accessories, please check to see if they are compatible with the laptop you are purchasing.
- **Chargers** - Replacement chargers for apple devices.

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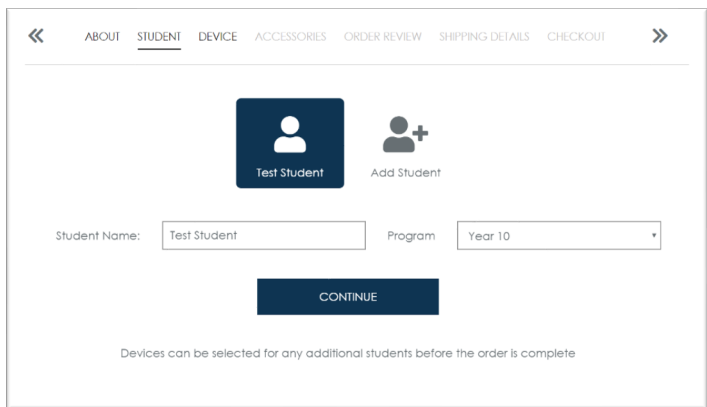
How to use Parent Purchasing Online Portal

To purchase your laptop via the Online Purchasing Portal provided by CompNow, please use the following steps:


| | |
|---|--|
| <p>1. Access the online portal by going to be website address below https://shop.compnow.com.au/school/msj-college</p> <p>2. The MSJ Online Purchasing Portal will be opened. On first opening you will see a welcome screen with two options Shop Now and View Tutorial where you can see some online instructions on using the portal. After viewing the tutorial select Shop Now to begin your purchase.</p> |  |
| <p>3. Once you have selected Shop Now you will see the web portal. The first page will show you some important details on the current program for 2025 such as order/delivery dates and contact details for support at CompNow. Along the top the 6 steps in making a purchase is listed. Click on Start to move to the next step and begin your purchase.</p> |  |
| <p>4. For step one, enter the students' details that you are purchasing for.</p> <p>a. Students full name</p> <p>b. Students Year level</p> <p>Once the details have been entered click on the Select Product button.</p> |  |

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5. Once the student has been added you can always go back and edit details by clicking on the student option from the menu bar. Once you have made your change you can select **Continue**.



6. The following screen presents you with the laptops that are on offer. Click on a laptop to see further details about device. To select a laptop for purchase, click on the **Add to Cart** button on the laptop's details screen and to make choices on colours and specifications.



Apple MacBook Air 13.6" M2 8GB 256GB SSD Space Grey + 3yr Compnow Warranty

Redesigned around the next-generation M2 chip, MacBook Air is strikingly thin and brings exceptional speed and power efficiency within its durable all-aluminium enclosure. It's the ultrafast, incredibly capable laptop that lets you work, play or create just about anything - anywhere.

Features:

- 13.6-inch (diagonal) LED-backlit display
- 500 nits brightness
- Wide colour (P3)
- True Tone technology
- Apple M2 chip
- 8-core CPU
- 8GB unified memory
- 256GB SSD
- Backlit Magic Keyboard

Ports:


- MagSafe 3 charging port
- 3.5-mm headphone jack
- Two Thunderbolt/USB 4 ports with support for:
 - Charging
 - DisplayPort
 - Thunderbolt 3 (up to 40 Gbps)
 - USB 4 (up to 40 Gbps)
 - USB 3.1 Gen 2 (up to 10 Gbps)

Protect Your New Investment
Invest in an on-site Extended Warranty for your new device.
Protect your new MacBook for 3 years with the CompNow Protect Plan Extended Warranty.
We will cover the parts, labour and any call-out fees required to get your device back to normal working order, subject to the terms and conditions of your chosen CompNow Care Plan.
For more details and conditions [Read more >](#)

Price: \$1,782.00 inc

ADD TO CART

7. Once the laptop has been selected you will have the option depending on model to purchase insurance protection for your laptop. When you select a protection option further details about the coverage will appear. **Click Select to continue.** If you choose No extended warranty is required, you will need to confirm that you are purchasing the laptop without this coverage before you can click on **Select to continue.**



Please select an insurance option for your device

Please select from the list below:

Please Select ▼

Please Select

No additional insurance is required

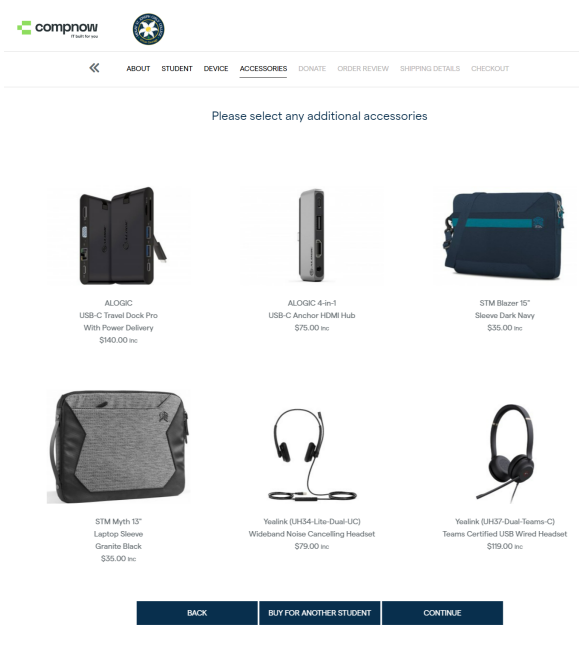
3 Years CompNow Laptop Insurance - Excess \$150 @ \$332.97 inc

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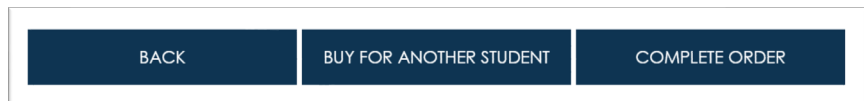
8. When you have selected a laptop and protection you will be taken back to the laptop option screen. The selection that you have made will be highlighted. Click on the **Continue** button to move to the next step.



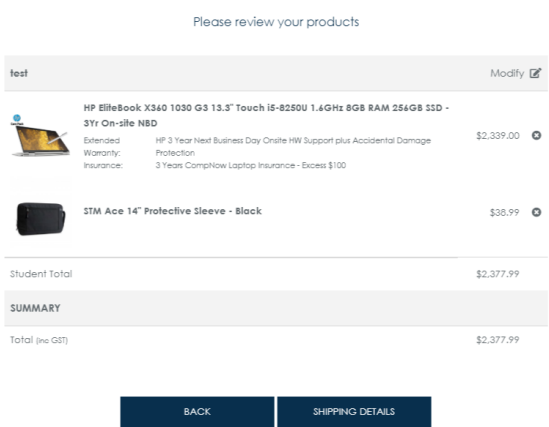
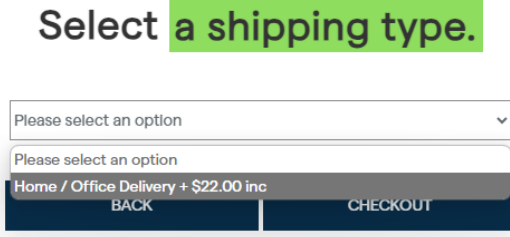
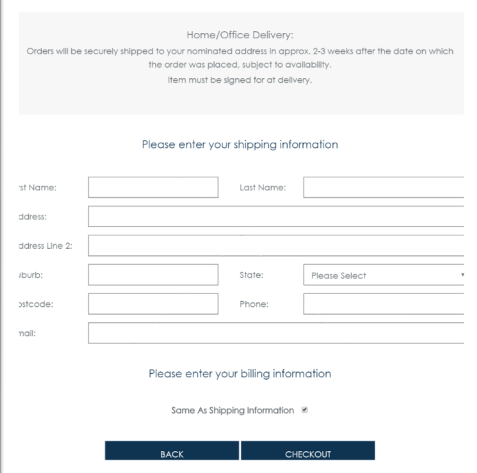
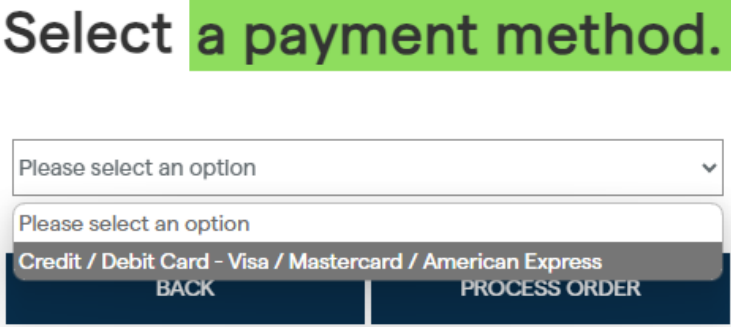
9. The next section is where you can select accessories for your laptop. Here you can select protective cases, port adaptors/docking stations and headphones. Simply click on an item and then click **Add to Cart**.



10. Once you have selected accessories you can click on the **Buy for another student** button to purchase a laptop and accessories for another student or click on **Complete order** to continue.



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|---|--|
| <p>11. Review your order to ensure that it's correct and click on Shipping Details to continue.</p> |  <p>Please review your products</p> <p>test Modify</p> <p>HP EliteBook X360 1030 G3 13.3" Touch i5-8250U 1.6GHz 8GB RAM 256GB SSD - 3Yr On-site NBD Extended Warranty: HP 3 Year Next Business Day Onsite HW Support plus Accidental Damage Protection Insurance: 3 Years Complow Laptop Insurance - Excess \$100 \$2,339.00</p> <p>STM Ace 14" Protective Sleeve - Black \$38.99</p> <p>Student Total \$2,377.99</p> <p>SUMMARY</p> <p>Total (inc GST) \$2,377.99</p> <p>BACK SHIPPING DETAILS</p> |
| <p>12. You will be asked to select a shipping type. Select Home / Office Delivery + \$22.00 inc</p> |  <p>Select a shipping type.</p> <p>Please select an option</p> <p>Please select an option</p> <p>Home / Office Delivery + \$22.00 inc</p> <p>BACK CHECKOUT</p> |
| <p>13. Enter in the address for the shipment to be delivered to. If your shipping details are separate to your billing details, you can enter it in here as well. Click on the Checkout button to proceed to checkout.</p> |  <p>Home/Office Delivery: Orders will be securely shipped to your nominated address in approx. 2-3 weeks after the date on which the order was placed, subject to availability. Item must be signed for at delivery.</p> <p>Please enter your shipping information</p> <p>First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Suburb: <input type="text"/> State: <input type="text" value="Please Select"/></p> <p>Postcode: <input type="text"/> Phone: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Please enter your billing information</p> <p>Same As Shipping Information <input checked="" type="checkbox"/></p> <p>BACK CHECKOUT</p> |
| <p>14. At the checkout screen you will need to select the Credit/Debit Card option then click on Process Order.</p> |  <p>Select a payment method.</p> <p>Please select an option</p> <p>Please select an option</p> <p>Credit / Debit Card - Visa / Mastercard / American Express</p> <p>BACK PROCESS ORDER</p> |

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On completion of the order, you will see a confirmation screen with a reference code for the order with a link to track shipping. You will also receive this information in an email.

What Happens Next?

You are free to use the laptop. Nothing is required until early January, when you will be sent your child's account details to log onto the college's network and access our resources. Once this is received you will be ready to prepare the laptop for school. Please go to our '[Preparing your Laptop for MSJ](#)' online folder and read the document relating to your operating system for detailed instructions on connecting your laptop to the school's resources.

If you have any questions regarding the purchasing a laptop on this portal you can contact CompNow's account manager on Ph: 03 9684 3600, Email: craig.robinson@compnow.com.au for further assistance.

For enquiries about the BYOD program in general please don't hesitate to contact Mount St. Joseph Girls' College's IT helpdesk via Email: helpdesk@msj.vic.edu.au or Phone: 03 8398 2000

Laptop Insurance Options and Claims Procedure

Below are the insurance options that will be available when purchasing a laptop via Mount St. Joseph Girls' College's Parent Purchasing Online Portal as well as the insurance claim process.

| Laptop Brand | Bundled Accidental Damage Protection | Insurance Type | Covers | Total Claims for Policy | Excess |
|--------------|--|--|-----------------------------|--|--------|
| Apple | <p>No</p> <p>CompNow 3 Yr warranty is bundled with the devices.</p> <p>CompNow Protect Policy (3 Year accidental damage and theft) can be added as an optional extra at the following price points.</p> <p>MacBook Air M2: \$269.93</p> <p>MacBook Air M3 8CPU 256GB SSD: \$332.97</p> <p>MacBook Air M3 10CPU 512GB SSD: \$425.90</p> <p>MacBook Pro M3: \$497.57</p> | <p>CompNow Protect</p> <p>Insurance Protection</p> <p>(Optional)</p> | Accidental damage and theft | 2 times the cover amount over the life of the policy | \$150 |

Insurance/Accidental Damage Protection Policy Details

The full terms and conditions of these policies can be found in the links below. It is recommended that you read and understand the terms and conditions of your policy prior to purchase.

| Laptop Brand | Link to Policy Details |
|--------------|---|
| Apple | CompNow Protect |
| Microsoft | Microsoft Student Warranty Terms and Conditions |

Accidental Damage Claim Procedure

If an insurance claim needs to be made for a damaged laptop, the following process will be followed:

- A student attends IT and informs them of the damage.
- The laptop will be evaluated, a job ticket created, and photos taken of the damage.
- The student will be handed a job ticket receipt and a claim form to be completed by the parent/carer and returned to the IT department. At this time, an email will be sent to the parent/carer informing them.
- A loan laptop will be issued to the student to allow them to keep working.
- Once the claim form has been returned, the parent/carer will receive further advice regarding the excess payment procedure - this can be paid online.
- Once the excess has been paid, onsite technicians will order parts and begin repairs.
- Once repairs have been completed, the student and parent/carer will be notified that the laptop is available for collection.

If you have any queries regarding laptop insurance, please do not hesitate to contact the IT department on Ph: 03 8398 2000 or Email: helpdesk@msj.vic.edu.au

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| Date: 31 October 2024 |
| Date for review: 18/10/2025 |

Educating Today, Shaping Tomorrow



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