BYOD LAPTOP PROCEDURE FOR LAPTOPS THAT ARE NOT NEW AND HAVE SOFTWARE CURRENTLY INSTALLED

1) Make sure your laptop meets the following conditions:
   - Preferably less than a year old – the newer the better.
   - Minimum 4G RAM.
   - 50G Free space on the C drive.
   - Make sure your laptop is in a healthy condition such as it starts up normally. There are no errors on the screen and no physical damage.
   - Make sure you have your data backed up and you can reload your software if there is an issue. As in some cases the software that you have loaded may cause an issue with our school image.
   - If there is an issue and you want to use the laptop at school you may have to reformat and reload your windows software. This rare but it could happen.
   - We will not responsible for any loss data and software.

2) You will be provided with a set of labels that has your name, student ID number, year to identify your laptop, AC adapter, bag, battery etc if for some reason your laptop is lost.

3) To allow us to install the school image we need your laptop’s password and your school login and password.

   Some students bring to the IT staff laptops that do not conform to our specifications. We can put our image on these but be aware that technical issues can occur. If they do and you still want to use that laptop next year please note below.

4) PLEASE NOTE THAT IF THERE IS AN ISSUE WITH INSTALLING THE SCHOOL VIRTUAL DESKTOP (SCHOOL IMAGE) ON ANY LAPTOP YOU MAY NEED TO PUT YOUR LAPTOP BACKTO THE ORIGINAL CONDITION WHEN YOU BOUGHT IT.
   THIS MEANS THAT YOU WILL NEED TO HAVE OR OBTAIN A RECOVERY DISK FOR THE LAPTOP YOU BOUGHT. THE IT STAFF CAN DO THE RECOVERY ONCE YOU HAVE THE DISK.
   We have used this procedure and it works ok but you will lose your current software and data. If you do not want to do this then you may have to consider purchasing a recommended laptop.