

## Laptop Return and Re-imaging for personal use



In order to continue to use a previously managed laptop it will need to be re-imaged to remove all restrictions and licencing associated with Villanova College. This will effectively change the laptop from a managed device to a personal laptop (which you may also use as a BYOD laptop if desired).

The Villanova College IT Department by arrangement can re-image your son's managed laptop with a fresh copy of Windows 10 (or a blank laptop with no operating system installed). **Please be aware that all data will be irrecoverably wiped during this process so it is of high importance your son has ensured his school work is backed-up either to his Google Drive storage or to another storage option of choice.**

Please ensure your son has filled out the form attached and brings this with him when dropping off his laptop.

### Student Agreement and Understanding of Re-imaging Process

Tick the following so that you understand the changes that will be made to your laptop:

- I have backed up all my data and am aware my hard drive will be completely wiped during the reimaging process.*

AND

- I am aware my laptop is longer managed by Villanova College. Any breakages or hardware faults are no longer covered under warranty and are my responsibility to arrange repair.*

AND

- (For current Year 12 students/laptops only) I have copied all data I wish to keep out of my Villanova linked Google Drive account and I am aware I will no longer have access to Google Drive once I leave Villanova College and my account is disabled on 31 December 2016.*

### Re-imaging Option

Choose one (1) of the following:

- I would like a **blank laptop** (no operating system).

OR

- I would like **Windows 10 installed**. I am aware Windows 10 will be unlicensed and I will enter the serial number myself that I receive from <http://vnc.qld.onthehub.com>. The guide for retrieving your FREE Windows 10 licence can be downloaded from the College website. Go to: **Student Life > BYOD > Resources** section.

### Re-imaging Time

Please email [byod@vnc.qld.edu.au](mailto:byod@vnc.qld.edu.au) if you wish to arrange a re-imaging time/date.

## Collection of Laptop

Your re-imaged laptop can be picked up between 30th November- 11 December, 2016.

If you do not pick up your laptop by 11 December (or have informed the IT centre that you wish to keep your laptop by this date and arranged an alternative pickup date), then the laptop will be recycled to charity.

## Parent Consent

|                   |  |       |     |
|-------------------|--|-------|-----|
| Parent Name:      |  |       |     |
| Son's Name:       |  |       |     |
| Son's Year Level: |  | Date: | / / |
| Parent signature: |  |       |     |