

Return of Surface Pro Netbook for Reimaging Exiting 2021 students

You are currently leasing a Surface Pro Netbook through the Somerville Secondary College Netbook Program. When exiting SSC, it is a requirement that this Netbook be returned to the College in perfect working condition so that the reimaging process can take place and finalisation of your account can be actioned.

1. On completion of your final exams (12th Nov) please backup any information you may want to keep as it will be wiped once it's reimaged.
2. Return the Netbook in working condition to the Administration Office during the week of 15-19 Nov 2021. (Please ensure you label the device with your name and contact details). Please contact the office on 03 5973 1000 to arrange a drop off time so the office staff can meet you at the front gate as you will not be able to come into the school due to restrictions.
3. This machine will have all the Department of Education licenced software removed and will be re-imaged with the factory image. The IT Dept will inspect this Netbook and if everything is okay they will notify the Admin office.
4. We will contact you to arrange collection of your machine at a designated date and time.
5. The Administration office will organise to refund your \$100 bond (if applicable) as part of the exit process.

Please note that this process (step 1-4) needs to be completed to enable future use of your Netbook upon leaving the school network.

Joanne Payne

JOANNE PYNE
Business Manager

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