



Holy Cross College, Ryde

517 Victoria Road, Ryde NSW 2112

Phone: (02) 9808 1033

Website: www.holycrosscollege.org

Email: info@hccryde.catholic.edu.au

Monday, 18 September, 2017

ICT Departure Procedures for Year 12 Students

Dear Parents, Guardians and Students of Year 12,

As your son's time at the College is coming to end, there are a few ICT departure processes that need to be completed by you and your son. These are detailed below.

Once your son's HSC examinations conclude, CEnet will begin the process of disabling the CEnet accounts of our graduating in preparation for the 2018 school year. If there is any data stored in his CEnet account, particularly in Google Drive, he must ensure that he takes a copy of this data before the account is disabled. To simplify this process, he can use a tool called Google Takeout which can archive all Google data from his CEnet account and transfer it to another Google Account at a later date. Google Takeout can be accessed at the following address: <https://www.google.com/takeout>

It is imperative that this process is completed prior to **Monday, 13 November 2017** with the data your son wishes to keep, as we cannot guarantee access to his CEnet account once his examinations have been completed.

Transfer of ownership of your son's HP Chromebook will occur once your financial account is settled with the College at the end of Term 3. This will mean that responsibility for any repairs that are required from Term 4 onwards, both warranty and non-warranty, will fall to you and cannot be completed by the school. If you require assistance before this time please contact the ICT office as soon as possible.

If you have a Flexischools account, it's important that you log into your account and remove your son (who is in Year 12) from this account. This can be done by logging into your account via www.flexischools.com.au then select the 'remove student' option from under 'My Students'. This can be done after your son's examinations conclude to ensure he can still use the canteen facilities during the HSC.

We as a College community are always interested in keeping in contact with ex-students and families, so please feel free to follow our social media channels and keep in contact!

- Facebook: www.facebook.com/hccryde
- Twitter: www.twitter.com/hccryde or @hccryde
- Instagram: www.instagram.com/hccryde or @hccryde

If you have any questions regarding the information mentioned above, please do not hesitate to contact me via email at jake.ward@syd.catholic.edu.au. I wish you the very best for your HSC examinations and future endeavours.

Yours sincerely,

Mr Jake Ward
ICT Helpdesk Manager

Mr Michael Reid
Assistant Principal