

## **Microsoft Office Pro Plus Education licence for school use**

Skt. Josef's School, Frederiksborgvej 10, 4000 Roskilde.

Skt. Josef's School can arrange the purchase of Microsoft Office Pro Plus Education licence for school use. The price is 150 kr. incl. VAT per school year.

The licence is payable each year on September 1 and is invoiced together with the school fees or in the month after the licence has been installed. The licence continues until the student leaves the school.

In the case of non-payment the licence may be revoked and the programme then required deleted from the computer concerned.

The licence is personal, and if the student leaves the school, the licence must no longer be used. The software does not disappear but the user is responsible to Microsoft to purchase the appropriate licence.

For the installation of Microsoft Office Pro Plus Education please complete the form below and take it along to the mediatheque with the computer. Kim Thiedeke, our IT-manager, will install the software and activate the licence. Kim can be contacted by appointment.

Skt. Josef's School, Frederiksborgvej 10, 4000 Roskilde

I hereby give:

Name of student \_\_\_\_\_ (capital letters)

Class and letter 2012/2013: \_\_\_\_\_

Permission to purchase 1 Microsoft Office (Excel, Word etc) Pro Plus Education licence for school use, price 150 kr. incl. VAT per school year.

The licence runs from August 1 each year with payment due on September 1 together with the school fees.

The licence is renewed automatically as long as the student is enrolled at Skt. Josef's School.

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

## PC use at Skt. Josef's School

All students in classes 6 to 10 are required to bring their own laptop PC to school.

When purchasing a laptop and the necessary software for school use we would ask you to observe the following recommendations and requirements:

- Choice of PC
- Use of Apple computers
- Software requirements
- Accessories
- Insurance

Our recommendations and requirements can be summarised as:

Screen size: 13.3 – 15.6"

Operating system: Windows 7 Home Premium or Windows 8 Pro

Antivirus: Microsoft Security Essentials

Office package: Microsoft Office 2010 or newer (including Outlook and OneNote)

Accessory: Headset with microphone

These recommendations are described in greater detail below.

Please note that the school is able to arrange the purchase of Microsoft Office Pro at a greatly reduced price.

## Recommendation

### Choice of PC

We recommend a solid PC, able to withstand the daily transport to and from school. It is not necessary for students to bring a very powerful games computer; an ordinary standard laptop of the type often on sale at reduced prices is quite sufficient for school work. The screen should be about 13-15 inches. Small netbooks with 10-inch displays are not suitable for use with read/write programmes such as CD-word. To access the school network the computer must have wireless connectivity of the g/n type.

## Requirements

### Use of Apple computers

Please note that the school IT setup is based on PC standards and Microsoft Windows, and our staff is trained to teach work with Windows-based PCs. Computers with other operating systems, such as Apple, Linux or Android, cannot replace a Windows PC in teaching.

If the student does bring an Apple computer it must have Windows 7 Home Premium or Windows 8 installed together with Office 2010 or Office 2013 and the additional software mentioned below.

Installation of Windows on an Apple computer can be done by an authorised Apple dealer. For example, Eplehuset gave in July 2012 a price of 1450 kr. for a Windows licence and 499 kr. for installation.

Alternatively the school IT supplier, Scanditek, can provide a Windows licence and installation for 1100 kr. If you want to make use of this offer, please contact us on [post@sktjosef.dk](mailto:post@sktjosef.dk) to make an appointment.

***Prior to the installation of Windows the user must ensure that a complete backup is made of all data so that this can be restored if an error occurs during the installation process. Scanditek cannot be held responsible for any loss of data.***

### Software

The PC's operating system must be Microsoft Window 7 or Windows 8. In addition the machine should be equipped with a complete version of MS Office 2010 or 2013 with Word, Excel, PowerPoint, Outlook and OneNote. A trial version or Office for Home and Student is not sufficient. The school can offer a Microsoft Office Pro Plus Education licence at a very favourable price. The student rents the software package for one

year and receives continuous updates to the latest version. The price is 150 kr. incl. VAT per school year. The licence is charged annually on September 1 together with the school fees until the student leaves the school. Students that start during the school year will be billed the coming month. The licence is personal and if the student leaves the school, the licence must no longer be used. The software does not disappear but the user is responsible to Microsoft to purchase the appropriate licence.

The PC must also be equipped with antivirus software. We recommend Microsoft Security Essentials which can be downloaded free of charge.

At the beginning of the school year we will also allow students to install the software that we use on the school Smartboards, and a special user profile will be set up for school use. The student should therefore be permitted to install programmes on the PC, i.e. have administrator rights.

### **Accessories**

In several subjects the students work on audiovisual productions. Students should therefore have access to a headset with microphone. It should be emphasised that an expensive headset of the type used for gaming is not necessary.

### **Insurance**

Please note that the school does not provide insurance coverage for student PCs. All students in the senior classes are able to rent a lockable cupboard at the beginning of the school year, and we recommend that PC's are kept here when not in use. In the case of damage to or theft of student PCs, coverage must be provided by parents' insurance.

In special cases it is possible to borrow a school laptop on application to the school management.