**LETTER FROM SCHOOL TO PARENTS/GUARDIANS – (SUGGESTED COPY)**

Below is a template letter to request parents/carers to **download a locked-down browser** onto their student’s BYOD (bring your own device). The locked-down browser is only required for selected ICAS Assessments tests (ICAS Writing and Spelling Bee, Reach Writing and Spelling).

This template is completely editable to suit your needs.

**Please note that all text in blue is for instructional purposes only.** This information will help you determine what content is relevant for your school’s circumstances.

Our friendly customer service team are ready to assist you with your queries.

Call us on: Australian Toll-Free Tel: 1800 931 775, NZ Toll-Free Tel: 0800 440 904 or email [icasassessments@janison.com.au](mailto:icasassessments@janison.com.au)

Dear [Parents/Guardians],

[School name] has partnered with ICAS Assessments on delivering our 2021 assessment strategy and we have scheduled the following assessments:

***(Edit for the assessments your school has selected to offer)***

Reach Assessments - Writing

Reach Assessments - Spelling

ICAS Assessments - Writing

ICAS Assessments – Spelling Bee.

For these tests/this test each students’ device must have the required locked-down browser.

Please download the required browser onto your child’s device by **DD/MM/YY** to ensure the device is ready for test day.

The instructions on how to download the browser onto your child’s device are available here: <https://www.icasassessments.com/support/technical-requirements-locked-down-browser>

 This secure locked-down browser is designed to do the following during the test(s):

* Prevents students from accessing other applications, web pages, software or hardware features and only provides access to the test player.
* Prevents use of operating system commands such as functions accessed by Ctrl-Alt-Delete.
* Disables features such as the camera, spell check, screenshot, home, keyboard shortcuts, back and power buttons.

For more information about these assessments visit <https://www.icasassessments.com/products>

Thank you for your cooperation.

Regards,

[Sign off]