**Schools to Parents Communications Template:**

**Locked Down Browser Information and Installation**

This document contains an email template to be sent to Parents / Guardians with information on the locked-down browser and where to find guides and/or videos on installing the application onto their child/s device.

**Key to understanding the templates**

|  |  |
| --- | --- |
| [red text in brackets] | Customisable text to suit your school |
| Black text | Copy this text into your communication letter/email to parents   |
| **Bold and underlined text** | This text, when clicked, will direct the reader to a page on the ICAS website. The URL of this page is also next to the text, in case you wish to give parents and guardians the whole URL.  When copying and pasting into a document that will be distributed: * in hard copy, we suggest showing the URL in full.
* electronically, please check to see if the existing hyperlink copies over to your document and, when clicked, opens the hyperlink in your internet browser.

  |

Dear Parent / Guardian

This year (school name) is collaborating with ICAS assessments in delivering our assessment strategy.

In order to sit the Writing (/&) Spelling Bee subjects, Janison Replay will need to be installed in order to successfully run these tests on your child(s) device.

Janison Replay is a secure locked-down browser application designed to do the following during the test

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

You will find handy installation videos and guides on Janison Replay via this website <https://www.icasassessments.com/support-locked-down-browser/>

Please download and install the latest version of the Janison Replay application onto your child’s device by (enter date) to ensure the device is ready for test day.

If you have any issues or require assistance, please reach out to the ICAS Assessments Customer Service team via

* Australian Toll-Free Tel: 1800 931 775
* NZ Toll-Free 0800 440 904
* Email icasassessments@janison.com.au

Thank you for your cooperation

Regards,

(School Sign Off)