



PISCATAWAY TOWNSHIP SCHOOLS

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Dear Rising 6th Grade Parents and Guardians,

As you may know from our various information sessions, your child will be issued an Apple iPad from the district at the beginning of their 6th grade year which they will retain throughout their middle school years. This device will be an important part of their learning during this time; it will be utilized in all classes for curriculum-based instruction, research, and the transfer of important school information to and from each teacher.

This letter contains some very important information regarding the middle school iPad initiative which includes an insurance program for the device, creating an Apple ID for your child's device, information about our district iPad Pledge and Acceptable Use Policy, distribution at the beginning of the school year, and the repair process.

iPad Insurance

The district will make insurance available for your child's iPad for a minimal fee of \$45 per device. This insurance will cover all types of accidental damages. The insurance must be purchased on-line through Community Pass and will be available beginning July 1, 2016. This insurance plan will be valid from the time the iPad is issued to the student through June 30, 2017 at which time the next year's insurance will need to be purchased. Detailed information and Community Pass directions are attached to this e mail (below) and will be available on the main page of our website (www.piscatawayschools.org).

This insurance will be available to purchase from July 1st through August 31st and will cover damages and repairs for up to 3 claims. The district highly encourages every family to purchase this very reasonably priced insurance. If you do not purchase the insurance you will be required to pay for any damages that may happen to the device. For example, a replacement for a cracked screen will cost \$149.

Any intentional damage, lost, or stolen devices are not covered under the insurance policy and will be the responsibility of the family to reimburse the district for the cost of the unit.

Creating an Apple ID

There must be a unique Apple ID (and e mail) created by you prior to your child being able to log on to the device. This can and should be done prior to the start of school. Detailed directions are attached to this e mail and are available on the main page of our website (www.piscatawayschools.org). **A CREDIT CARD IS NOT NEEDED TO COMPLETE THIS PROCESS.** Please send the Apple ID and the password to school with your child on the first day of school so they can set up their device when it is distributed to them.

iPad Pledge and District Acceptable Use Policy

Also, the Piscataway Township Schools iPad Pledge and the district Acceptable Use Policy need to be signed and returned at the beginning of the school year prior to the iPad being distributed to your child. This information is attached to this e mail and can be accessed on our website (www.piscatawayschools.org) on the main page. Please print, complete the information, sign, and return it to school; your child's homeroom teacher will collect these forms.

Distribution

Your child's iPad will be distributed in their homeroom class period upon receipt of the insurance information, the signed iPad Pledge, and the signed Acceptable Use Policy. Their login and password will be generated by the school district and will be provided to your child with their iPad. During this time your child's teacher will help them with the login process – the Apple ID and password (completed prior to the beginning of school) will be needed to complete this process.

Needed Repairs

If there are any needed repairs throughout the 2016-2017 school year your child should report to the school Technology Coordinator. They will assist your child in troubleshooting. If the iPad needs further attention it will be seen by a district technology representative. If you purchased the insurance there will be no cost to you and your child will receive the iPad back as soon as it is repaired (up to 3 accidental damages). If you have chosen not to purchase the insurance, the device will be repaired and returned to your child and you will be mailed an invoice for the cost of the repair. Once again, we highly suggest you take advantage of the available insurance; once the iPad is issued, any damages are the responsibility of the student.

Students should report any theft of the device to the police and the main office immediately. Once again, any lost or stolen devices are not covered under the insurance policy and will be the responsibility of the family to reimburse the district for the cost of the unit. In all lost or stolen situations your child will be issued another iPad unit and the family will be responsible for reimbursing the district the cost of the unit.

Thank you for your anticipated cooperation regarding our iPad procedures. Please find the documents and directions discussed here and more information regarding our Middle School iPad initiative on our website www.piscatawayschools.org on our main page as well as under the tab labeled "Parent Center" beginning Monday, June 27, 2016. A checklist of necessary tasks and items that need to be submitted is also included with this letter (attached below).

I hope you have an enjoyable summer.

Sincerely,



Dr. Frank Ranelli
Assistant Superintendent



Instructions for iPad Insurance Online Registration

Registration for the 2016-17 school year iPad Insurance
will be accepted July 1st through August 31, 2016.

How to Register – Incoming 6th Graders

1. Visit the district website at www.piscatawayschools.org. Select “*Community Pass Online Registration*” under **Site Shortcuts** on the right side of the page.
2. **Existing Community Pass Users:**
IMPORTANT: Please do not create a new account. In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as Piscataway Summer Camp or Subscription Busing. If you do not remember your user name and password, call 732-572-2289 x2534 for assistance and you will be provided with your account information.
3. **New Community Pass Users:**
Select **Create Your Account Now!** Create your user name and a password, which can be any combination of letters and numbers. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered. Click “Continue.”
4. In the “Browse Activity” dropdown:
iPad Insurance 2016/2017 – Incoming 6th Graders
5. Verify the user account information. Click “Continue.”
6. Choose the child(ren) to be registered **Insurance is per student, select all middle school students to be registered.**
7. A registration fee in the amount of \$45, is due when you register. Select your method of payment, and click “Continue.” Check the billing information and enter the credit card number, if applicable. Click “Complete Transaction.”
8. Click “Finish” to complete your transaction, which will generate a confirmation to your e-mail address. Be sure to “log out” at the top right corner of the screen when you have completed your child(ren)’s enrollment.

If you require assistance during the registration process, you may call the Business Office at 732-572-2289 x2534 between the hours of 8 a.m. – 4 p.m. Monday – Thursday.

2016-2017 iPad Checklist for Incoming 6th Grade Students

All instructions for the below items can be found on our website www.piscatawayschools.org on our main page as well as under the tab labeled "Parent Center" beginning Monday, June 27, 2016.

Items to Complete Prior to the First Day of School

1. Create an Apple ID
2. Purchase iPad Insurance through Community Pass
3. Read, Print, and Sign the District Acceptable Use Policy
4. Read, Print, and Sign the iPad User Agreement and iPad Pledge

Items for Your Child to Bring to the First Day of School

1. Apple ID and Password
2. iPad Insurance Information
3. Completed District Acceptable Use Policy Signature Page
4. Completed and Signed iPad Pledge Page

**The above information will be submitted to your child's homeroom teacher prior to the distribution of their iPad.