



PISCATAWAY TOWNSHIP SCHOOLS

Teresa Rafferty
Superintendent of Schools

Dr. Frank Ranelli
Assistant Superintendent

1515 Stelton Road
P.O. Box 1332
Piscataway, NJ 08855-1332
732 572-2289, ext. 2522/2513
Fax 732 777-1361
www.piscatawayschools.org

June 13, 2018

Dear Rising 6th Grade Parents and Guardians,

As you may know, 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, 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, 2018. This insurance plan will be valid from the time the iPad is issued to the student through June 30, 2019 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 September 13th and will cover damages and repairs for up to 3 claims including iPad case and keyboard breaks or losses. 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 and a lost keyboard will cost \$100.00.

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.

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 will be available on our website (www.piscatawayschools.org) on the main page beginning Monday, June 25th. 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.

Needed Repairs

If there are any needed repairs throughout the 2018-2019 school year your child should report to the school iPad repair technician. 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 iPads, cases or keyboards 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 25, 2018. 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,



Director of Administrative Services
Colleen B. Pongratz

Instructions for iPad Insurance Online Registration

**Registration for the 2018-19 school year iPad Insurance
will be accepted July 1st through September 13, 2018.**

How to Register – Incoming 6th Graders

1. Visit the district website at www.piscatawayschools.org. Select “*Community Pass Online Registration*” under **Quick Links** 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 an Account**, 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. Select “Browse Activities” box, lower left side of the screen, select the activity **“iPad Insurance 2018-2019”**, Click “Continue.”
5. Verify account information. Click “Continue.”
6. Verify email addresses. Click “Continue.”
7. Choose the child(ren) to be registered **Insurance is per student, select all middle school students to be registered.** Click “Continue.”
8. Select your child’s school and grade for the 2018-2019 school year. Click “Continue.”
9. Select “I-Pad Insurance 2018-2019 6th Grade.” Click “Continue.”
10. Select your child’s school, child’s grade and provide your child’s student ID number. Click “Continue.”
11. Select the Refund Policy, enter your electronic signature. Click “Continue.”
12. The insurance fee in the amount of \$45 for each student, 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 “Continue.”
13. 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 732-572-2289 x2534 between the hours of 8 a.m. – 4 p.m. Monday – Friday.

2018-2019 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 25, 2018.

Items to Complete Prior to the First Day of School

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

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

1. iPad Insurance Information
2. Completed District Acceptable Use Policy Signature Page
3. 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.