



Dear Families,

We would like to extend clarification about sharing district-issued devices at home. If you have a child in Grades 6-12 and a child in elementary school, it is expected they would share the same device.

Children in Grades 3-12 who are sharing the district-issued laptop or electronic device should follow the example below:

- Child 1 – Logs into Office 365 using his/her credentials by going to <http://office.com>. Once completed using Office 365, he/she must sign out in the top right-hand corner of the screen.
- Child 1 – Does not log off, restart, or shut down the computer.
- Child 2 – Logs into Office 365 using his/her credentials by going to <http://office.com>. Once completed using Office 365, he/she must sign out in the top right-hand corner of the screen.

If your child is in PreK-2 and using a district-issued laptop or electronic device, you will not be using the Office 365 platform. Please go to the websites or resources directed by your child's teacher (e.g., Seesaw).

By signing in and out, this will ensure your individual child may access the information necessary to complete class assignments.

If you have any questions or concerns, please contact [jkonecki@wtps.org](mailto:jkonecki@wtps.org) or [jsturniolo@wtps.org](mailto:jsturniolo@wtps.org).

Thank you!