



Information Technology Department

529 Hurffville - Cross Keys Road • Sewell, New Jersey 08080
856.589.8500, ext. 7310 • Fax 856.218.0656

August 13, 2020

Dear Washington Township Parents:

I hope you have had a restful and safe summer with your child(ren) and friends! It's amazing that the start of the school year is just around the corner as we know that teaching and learning will look very different for the foreseeable future. While the meaningful infusion of technology into learning is not new for us, the current climate has made technology a genuinely required teaching and learning tool. As a result, the District will be providing a device for every student. With that in mind, I want to take this opportunity to provide you with important information regarding our One-to-One Learning Program.

Students in grades PreK-2 will receive an iPad, students in grades 3 and 4 will received a Dell laptop, and our 5th and 9th grade students will receive a brand-new Microsoft Surface Go 2 device. This will mark the second year of our transitioning from Dell laptops to Microsoft Go devices in the upper grades. This summer also marks our team's greatest challenge ever of preparing and distributing devices to eight grade levels, or roughly 4,800 devices. They have and continue to work tirelessly to have everything ready for expedited distribution to our students and families.

Below is information regarding distribution for your child's grade level and registered school. I kindly ask you to please complete all the necessary steps in advance of picking up your assigned device and to be mindful of the schedule. In order to expedite the distribution process, we are pre-assigning devices to the students and logging them in so they don't need to do so while connected to our network for the initial login which can take up to 10 minutes. Unfortunately, this means that families with multiple children will likely need to come on more than one occasion for pickup. I apologize for the inconvenience this may create.

To manage this process, we are using an online reservation system where families select from a one-hour block of time. Please note that you may come at any time during the reserved time-slot. Families unable to come during their reserved time slot will need to reschedule. Each slot has 50 openings. Once the openings are full, the time slot will close. Please only sign up for that individual child's device pickup as the devices will be organized and available per the schedule description below. We ask families to please reserve your time-slot as soon as possible as this will allow us to begin organizing devices.



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Preparing for Pickup

1. Reserve a time slot from the list of dates and times below. Upon completing your reservation, you will receive a confirmation email. If you have access to a printer, please print it and bring it with you. If you do not have access to a printer, on an index card please clearly print your name, your student's name, grade, PIN number, and school. This will help expedite the process.
2. Families still in the process of enrolling but have not completed it are kindly asked to please hold off on picking up a device until that process is fully completed. In the event this happens after your assigned day, an alternate pick-up process will be communicated.
3. Please complete the required 1:1 Mobile Learning agreement online by clicking on this [link](#): there is no need to print it.
4. Families electing to purchase our annual Technology Care Plan as outlined in the 1:1 Mobile Learning agreement are strongly urged to do so online using this [PaySchools link](#). Alternatively, you may send a check or money order to your child's school as we will not be accepting payments during distribution. Please note, in our sincere attempt to make this valuable protection as affordable to our families during these difficult times, we have reduced the cost of laptop coverage from \$65.00 to \$50.00. Due to the lower cost of the device, iPad coverage is \$20.00.
5. Kindergarten families only, the District has purchased brand new iPads for your children. Unfortunately, due to significant global demand they have not arrived yet. We hope to have them ready by sometime in October for distribution. If you own an iPad (must be an iPad for some of the apps we use) and would prefer to wait until they are available, you may certainly do so. iPads are available for families needing one until the new ones arrive and will be able to exchange it at that time.
6. Families who were provided with a laptop previously to assist with remote learning are asked to kindly return it when coming pick up their assigned device.



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Schedule and Designated Reservation Links

All distribution will take place from the WTHS Core Main Entrance.



Upon arrival please come to the main entrance where staff members will be waiting to assist you.

Please click on the appropriate date below to take you to the designated registration link

The password for each reservation page is twppride



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Birches and Whitman: Grade 3 and Grade 5 ONLY

Wednesday, August 19, 2020 from 10:30 - 6:30

Hurffville and Wedgwood: Grade 3 and Grade 5 ONLY

Thursday, August 20, 2020 from 10:30 - 6:30

Bells and TJ: Grade 3 and Grade 5 ONLY

Friday, August 21, 2020 from 10:30 - 6:30

Bells: Grades K-2 and Grade 4 ONLY

Monday, August 24, 2020 from 10:30 - 6:30

Birches: Grades K-2 and Grade 4 ONLY

Tuesday, August 25, 2020 from 10:30 - 6:30

Hurffville: Grades K-2 and Grade 4 ONLY

Wednesday, August 26, 2020 from 10:30 - 6:30

TJ and GTECC: Grades PreK-2 and Grade 4 ONLY

Thursday, August 27, 2020 from 9:30 - 6:30

Wedgwood: Grades K-2 and Grade 4 ONLY

Friday, August 28, 2020 from 10:30 - 6:30

Whitman: Grades K-2 and Grade 4 ONLY

Monday, August 31, 2020 from 10:30 - 6:30

High School: Grade 9 ONLY

Tuesday, September 1, 2020 - Thursday, September 3, 2020 10:30 - 6:30 daily



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High School freshmen are required to return their old laptop, charging cable, and charging brick (please do not return bags) during pickup. Additionally, any outstanding or new obligations due to uncovered damage of the laptop will need to be satisfied as well.

If you have any questions or concerns, please do not hesitate to contact me via email.

All the best,

A handwritten signature in black ink, appearing to read 'M. Joseph Konecki'.

M. Joseph Konecki

Director of Information Technology



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Technology Care Plan Payment Utilizing PaySchools Central

Sign in at www.payschoolscentral.com (information on account creation is attached).

After signing in, click on *All Fees*, change to *Optional Fees*, and click *Fees* as shown in the orange box below.

Add the appropriate Technology Care Plan to the cart. If you have multiple students, please add each to cart before making final payment.

Fees

All Fees
Optional Fees

Search

Fee Name	End Date	Amount Due	Action
Gr. 3 - 12 - Technology Care Plan - Laptop	10/02/20	\$50.00	
Fee Type			Optional Fee
Gr. PreK-2 - Technology Care Plan - iPad	10/02/20	\$20.00	
Fee Type			Optional Fee

After clicking on each cart, a blue box will appear confirming what was selected. Please click on the Orange "Add to Cart" button.

Once completed and ready for checkout, click on the shopping cart in the upper right corner of site, and enter your payment information to complete the transaction.



PaySchools Central

Setting Up Your Account

We have implemented PaySchools Central, an online payment platform, to help make managing lunch payments easier for our students' parents. The portal is easy to set up and use, both online and via the mobile app. To get started, follow the instructions below.

If you need help along the way, please contact us: **Phone: 1-877-393-6628** **Email: psc_help@payschools.com**

1. Visit our portal using your Internet browser.
www.payschoolscentral.com
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your students.
3. You will be prompted to enter your contact data and a payment method to activate your account.
4. Once all information is entered, you will receive an email from PaySchools Central with a link to confirm the registration and create your password. Once your password is saved, you can log in and begin using PaySchools Central as often as you'd like.
5. The first time you log in, you will need to indicate which student(s) to attach to your account using the Add/View student tab. Students are already loaded in the PaySchools Central system. PaySchools Central utilizes the same student ID number used for your lunch purchases. If you are unsure of your student's ID number, please contact the school/district registrar.
6. The ACH fee per transaction when using an electronic check is:
When using a debit or credit card for a lunch transaction less than \$50 the fee is:
The internet convenience fee per transaction when using credit or debit card is:

Need help? Contact us to learn more.

Email: psc_help@payschools.com

Phone: 1-877-393-6628