



Information Technology Department

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April 23, 2018

Dear Washington Township Parents:

It's amazing that the end of the school year is just around the corner! With that in mind, I wanted to take this opportunity to provide you with important information regarding our One-to-One Laptop Program.

Your son or daughter will receive a brand new Windows laptop in August either during Freshman Transition Camp or on August 9th from 4:00-6:30 pm in the high school IMC. In order to provide students with access to technology for summer assignments, their currently issued laptop will be collected when they pick up their new laptop. During laptop pick up, students will be required to return the charging cable and brick. While students will be reusing the district issued bag they received last summer, they must bring it with them in order to receive their new laptop and charger. If the bag is lost or damaged, a replacement will need to be purchased for \$11 prior to receiving the new laptop. Additionally, any outstanding obligations due to uncovered damage of the laptop will need to be met as well.

On Tuesday, May 1, 2018 beginning at 6:00 pm, there will be an optional information meeting for WTPS families at the high school's IBPAC. For those of you who cannot attend, a new 1:1 video along with documentation will be available by then at www.wtps.org/technology under the 1:1 Laptop Initiative page. This page includes the 1:1 laptop agreement that all families must review and sign in order for their child to receive their new laptop as well as information regarding optional, *annual* accidental/theft insurance.

If you know that your child will not be returning to our high school in August, he or she must return the laptop to the MS Technology Support Center by June 18, 2018 along with the charging cable and brick. Families who make this decision during the summer will be required to return the laptop and accessories to the high school. This will allow the transfer process to occur as the items remain district property.

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

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Joseph Konecki', written in a cursive style.

M. Joseph Konecki

Director of Information Technology