

Totowa Borough Public Schools

Washington Park School

10 Crews Street, Totowa, NJ 07512

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Patricia Capitelli
Chief School Administrator

David Bower
Principal

August, 2022

Dear Parents/Guardians:

Washington Park School is continuing its one-to-one initiative for the 2022-2023 school year for all grades. All students will be provided with a laptop to use for educational purposes. Having ongoing access to technology will help your child develop greater academic independence, increased engagement, responsibility and accountability, all of which are skills required to meet the challenges of the 21st Century.

Your child will be assigned a laptop, with a specific identification number, which he/she will be able to use in school. All laptops are be stationed in their homerooms. Since these laptops are property of the Totowa Board of Education, they are subject to inspection and damage assessment whether used at school or at home.

Please stress to your child that the laptop is his/her responsibility and for educational use only. The laptops will be collected in June, and if necessary, the replacement cost for any damages or lost pieces of equipment will be charged, **unless the insurance is purchased** by the given date. Report cards will not be issued and parent portal will be lock until all items have been returned, repaired and paid for. **Attached you will find an optional insurance plan and a student/parent laptop agreement form, which will need to be agreed upon before your child receives their computer.**

As with other personally owned items, the Totowa School District is not liable for loss, damage, theft or misuse. If you agree to the responsibilities and any fees, as outlined in this letter, please check the appropriate box on this form link.

Sincerely,

David Bower


Principal



Patricia Capitelli

Superintendent

STUDENT/PARENT LAPTOP AGREEMENT

Student Name: _____

Parent/Guardian Name: _____

Terms of the Agreement:

TERMS:	You were issued a Totowa School District computer and a power/cord charger. By accepting the equipment, you are agreeing to comply with the Totowa School District's Policy and Regulation #2361 - Acceptable Use of Computer Networks/Computers and Resources as approved by the Totowa Board of Education.
TITLE:	Legal title of the equipment belongs to the district and shall at all times remain with the district. Since these laptops are the property of the Totowa Board of Education, they are subject to inspection and damage assessment. These laptops are to be returned upon your child(ren)'s return to school, and if necessary, the replacement cost for a damaged or lost piece of equipment will be charged.
LOST, STOLEN, OR DAMAGED EQUIPMENT:	You must report any lost, stolen, or damaged equipment to the school immediately. If the equipment is damaged or lost, you will be responsible for the cost of the repair or replacement.
STANDARDS FOR USE OF LAPTOPS:	Any activity that violates the board approved Policy and Regulation #2361-Acceptable Use of Computer Networks/Computers and Resources should be reported to an administrator. Disciplinary action, if any, for the students and other users shall be consistent with the district's standard policies and procedures. Unacceptable use of the computers can constitute cause for revocation of access privileges, disciplinary action, and/or other appropriate action including restitution.

Please return this form to the Main Office no later than **Friday, September 30, 2022.**

By signing this form, you confirm that you understand the information in this agreement.

Parent/Guardian Signature: _____

Date _____

Student Signature: _____

Date _____

Grade _____ Homeroom _____