



Livingston PUBLIC SCHOOLS

Christina Steffner
Superintendent

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Dear Parent/Guardian:

Livingston Public Schools will be entering the third year of its 1:1 computing initiative for all students in grades 7-12.

Since your child will be entering grade 9 at LHS for the upcoming school year, he/she will need to return his/her existing HP X360 notebook during the last week of school. It is important that this device be returned as it will be re-issued to an incoming 7th grader. Your son/daughter will receive a Microsoft Surface 3 for use at LHS.

Your Microsoft Surface 3 will be available for pickup in August at the LHS Tech Hub in the Media Center on the following dates:

- Tuesday, 8/14
- Wednesday, 8/22
- Tuesday, 8/28
- Wednesday, 8/29

You will be receiving further information regarding the forms that need to be reviewed and signed before picking up the device in August.

A yearly device fee of \$62.00 will be assessed and may be paid by check when picking up the device, or electronically through www.myschoolbucks.com. This is the same system we currently use to process student lunch payments. It is very easy to create a new account if you don't already have one. Once you log in, simply select "Technology Fee" from the store, select your child's name and follow the payment instructions. Alternatively, you may bring in a check payable to "Livingston Public Schools" on the day you pick up the device. Please include your child's student ID number on the check. Cash will not be accepted.

If your existing HP X360 laptop is NOT returned prior to the end of school, your child's LPS student account will be disabled by Monday, June 25. You will also be responsible for any damages occurring to the device as the insurance will no longer be valid. In order to re-enable the student account, a \$10.00 re-instatement fee will be assessed. The device must be brought to the Tech Hub during the distribution period along with a check for \$72.00 (device fee plus re-instatement fee), payable to "Livingston Public Schools."

Thank you in advance for your continued support of Livingston Public Schools.

Sincerely,
Christina Steffner
Superintendent of Schools

