



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 10, 11 or 12 for the upcoming school year, he/she will keep the existing Surface 3 device for the 2018-19 school year. In order to be eligible to keep and use this device over the summer, we are requesting that that the yearly \$62.00 device fee be paid prior to the last day of school, June 21st. If you do not intend to pay this fee prior to June 21st, the device must be returned to the Tech Hub during the week of June 18th.

We highly encourage all students to keep their device over the summer. This will save time and avoid the necessity of picking up the exact same device during the August distribution period.

The August distribution period at LHS will be from 9AM to 3PM on:

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

For your convenience, payments can be made electronically at 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 send a check, payable to "Livingston Public Schools," to the following address:

Livingston Public Schools
11 Foxcroft Drive
Livingston, NJ 07039
Attn: Technology Fee

Please write your child's student ID number on the check. Cash will not be accepted.

If the device is NOT returned AND the device fee is NOT paid, 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, 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."

Livingston Public Schools: Empowering all to learn, create, contribute and grow.

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

Sincerely,
Christina Steffner
Superintendent of Schools