



# Shrewsbury Public Schools

Mary Beth Banios  
Assistant Superintendent

May 15, 2014

Dear Parents and Guardians of Incoming 6th, 7th and 8th graders,

As we wind down 2013-2014 school year and get ready for the 2014-2015 school year, we need your support in ensuring that the 2014-15 school year 1:1 initiative goes smoothly. This requires that all of our parents take the following **Important Action Steps**:

## **May 15, 2014 - June 13, 2014: 1:1 iPad Option Re-enrollment/Summer Use Agreement**

### **1. Enroll in 1:1 Program for 2014-2015 Academic Year:**

- Please log in to your PowerSchool Parent Portal at <https://ps.shrewsbury.k12.ma.us>
  - a. In the blue bar at the top of the screen, click on the name of the student who will be using the iPad over the summer.
  - b. On the left menu, click "Technology Take-Home."
  - c. Select one of the following iPad Program Options for 2014-2015:
    1. Take-Home a district-owned device
    2. Use a family-owned device
    3. School Use Only of a district-owned a device

#### **Notes:**

- If you have difficulties accessing the portal, please send a message to [powerschoolaccounts@shrewsbury.k12.ma.us](mailto:powerschoolaccounts@shrewsbury.k12.ma.us) and someone will respond to you.
- Presentations regarding the three options can be viewed at <http://tinyurl.com/spsipadoptions>.
- Agree to our Acceptable Use Policy and updated Liability agreement. If you have not already done so, please review this policy with your child, so that he/she is aware of the rules and regulations for appropriate technology use, and then sign off on the policy in the Parent Portal.

**Important Note:** If your enrollment option for 2014-2015 changes from 2013-2014 in a way that requires switching iPads and you register this change before May 30, 2014, the technology department will make the switch before the end of school. If the change is registered after May 30, 2014, we can't guarantee that the switch can be made before November 21, 2014 due to the heavy support load we typically see in the first few months of the school year.

### **2. Complete Summer Use Agreement - This is required by June 13, 2014 if you want your student to bring his/her iPad home for the summer**

- Make sure that you have enrolled in the 1:1 Program by choosing the option for next year (see above)
- Complete the Summer Use Agreement as follows:
  1. Log into the PowerSchool Parent Portal at <https://ps.shrewsbury.k12.ma.us>
  2. In the blue bar at the top of the screen, click on the name of the student who will be using the iPad over the summer.
  3. On the left menu, click "Technology Take-Home."
  4. Under the "Equipment Agreements" section, click on the "iPad Take Home Summer Use Agreement."
  5. Read the agreement and if you agree to its terms, click the blue "I have read the Take Home Summer Use Agreement with my child and agree to its terms" button at the bottom of the screen.
  6. Repeat this process for all additional students by clicking on their name(s) in the top blue bar.

- Make sure no payments for fees or repairs are owed. If you are unsure, please contact the front office of your child's school.

**Note: Students enrolled in the program with the take-home option who have not completed these steps will be required to turn their iPad, case, charger, and cable in to school on June 13, 2014 in a labeled zipper bag.**

**May 15, 2014 - August 1, 2014: 2014-15 Fee Payment Window**

**Payment must be received by 8/1/14 for the Personal Technology Take-home and Bring Your Own Programs**

- Checks should be made payable to the Shrewsbury Public Schools/iPad. **Please include your child's Name and student ID number on the check. (This number can be found in the Parent Portal of PowerSchool)**
- Checks can be dropped off in the box in the Oak or Sherwood Middle School office any time the school is open or can be sent via US Postal Service.
- This year your students' teacher/team assignments will be posted in PowerSchool in early August. Payment for your child's iPad must be received in order to view your child's placement for next year.

**Please remind your child that the iPad is not to be brought to school until the 2nd day of school on Wednesday, August 27th.**

Thank you in advance for your attention to this important communication. Your follow through with these action items will ensure that our program and your child's school year get off to a smooth and successful start. If you have any questions please ask them using this information request form and you will get a response as soon as somebody is available to do so.

Warm regards,

Mary Beth Banios  
Assistant Superintendent