



Edison Township Public Schools Technology Device Guidelines

Purpose

The Edison Township Public Schools is committed to enhancing productivity and improving operational efficiency by providing technology devices to students. These devices, which may include computers, laptops, tablets, cellular telephones, or other electronic tools, are intended to support students in their classwork and related responsibilities.

Issuance and Acknowledgement

Parents or guardians of students must acknowledge receipt of this notification and sign the Edison Township Public Schools **Student Technology Use Agreement** before a technology device can be issued to a student. The principal or designee will retain the parent acknowledgement for as long as the student uses the provided technology device. These documents will be available to parents/ guardians as part of the new school year form approval process within Genesis Student Information System.

Proper Use and Care

To ensure the proper functioning and longevity of the devices, students are expected but not limited to take the following precautions:

- Keep the technology device in a locked and secured environment when not in use.
- Avoid leaving the technology device unattended in classrooms or any other location for an extended period.
- Refrain from consuming food and drinks near technology devices at all times.
- Never leave the technology device unattended in an unsecured location, such as an unlocked classroom or office.
- If the device comes with a case, it must be used at all times to protect the device.

Third-party device insurance is available for all students. For additional information, please visit [Edison Public School Department of Technology website](#).

Transfer Out/Graduation

Upon graduation or transferring out of the district, students must return any assigned devices and chargers (district policy #7523). Failure to do so may result in students being responsible for the full replacement cost if found to be negligent.



Phone: 732-452-4998

Email: help.desk@edison.k12.nj.us

Important Information

- To submit a Technology Helpdesk Ticket, visit <https://edisonk12.incidentiq.com/login> and log in using your district credentials.
- Never share or write down district credentials. Strong passwords are required for all accounts.
- Report lost or stolen property promptly. Stolen property must be reported to the police department, the principal, and the Technology department. A police report will be required (district policy #7523).
- Students without insurance will be responsible for fines in the event of damages. If a student has multiple fines, they will continue using a loaner device until all fines are paid.
- When applicable, students are expected to update devices for security reasons and respond to prompts for updates.
- Assigned devices should not be altered in any way, including protective cases provided (no stickers, handwriting, etc.).
- District asset tags must not be removed from devices under any circumstances.
- Students are prohibited from using any devices not approved by the Edison Technology Department.

Contact Information

- Edison Public Schools Technology Helpdesk at 732-452-4997 or 732-452-4998
- Technology Helpdesk Ticket, visit <https://edisonk12.incidentiq.com/login>
- Email at helpdesk@edison.k12.nj.us