

# LAPTOP DISTRIBUTION

**All students must be present to pick up their own laptops.**

Parents **may not** pick up laptops for their child as students must sign for their device.

All information regarding our 1:1 Laptop program is located on the high school website under the “Academics” tab or via this link: <https://hs.mahwah.k12.nj.us/academics/1-1-laptop-program>

## Requirements for laptop pick-up

- All outstanding fines must be paid in full. You will not have portal access if you owe a fine. Fines are cleared through the guidance department. Outstanding lunch fines should be paid via <https://payschoolscentral.com/> and a copy of the payment receipt brought to the guidance department.
- Bring your completed Medical Information Sheet (attached below for your convenience) as well as located on the website under the Opening School packet.
- Electronically answer the questions in the Realtime Portal. The portal opens on August 14th. Both the parent/guardian and student must answer the questions on their respective student and parent portals.
  - 1:1 Laptop Agreement Form
  - 1:1 Acceptable Use Policy
  - 1:1 Network/Internet Access Acknowledgement
  - 1:1 Laptop Return Acknowledgement
  - 1:1 Remote Learning
- Bring a copy of proof of \$60.00 laptop insurance payment. Insurance should be made via <https://payschoolscentral.com> The same system is used by the District to provide parents/guardians a convenient, easy, and secure prepayment service to deposit money into your child's school lunch account. The link is also available on the high school website under “Popular links.”
- Bring your school ID card or Realtime Student Portal app on your smart phone so we can scan your barcode for inventory purposes. (Note: Grade 09/newly enrolled transfer students will be given ID/FOB cards at orientation. You **do not** need to pay for your ID/FOB card, the district provides you with your first high school ID/FOB card free of charge).

If you need to replace a lost or damaged ID/FOB please email [crobinson@mahwah.k12.nj.us](mailto:crobinson@mahwah.k12.nj.us) so we can have the technology department create a new ID/FOB for your child and pay the \$10.00 replacement fee on PaySchools Central.

FYI clarification on ID/FOB replacement fee listed in PaySchools Central account: Do not click on the lost ID/FOB replacement fee in PaySchools Central UNLESS you need to replace a lost ID/FOB. The fee is listed on every student account in PaySchools Central in the event you need to buy a replacement ID/FOB card during the year because you LOST or damaged your ID/FOB.

**Distribution schedule will be as follows for students in Grade 9 at Orientation:**

Thursday, August 20, 2026: 9:00 a.m. to 11:30 a.m. during orientation in the Media Learning Commons. Students will clear payment and questions by entering Door 228 (Faculty Room Door).

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**Distribution schedule will be as follows for students in Grades 10, 11, and 12:**

Wednesday, August 19, 2029: 10:00 a.m. to 2:00 p.m. for students in grades 10,11, and 12.

1. Students enter the building using Door 1 (Front steps of building) at the TBird
2. Pick up laptop in the Media Learning Commons. Clear payment and questions at Door 228 (faculty room door) and then enter media learning commons to sign out your laptop.
3. Go to a table to log in to re-establish network connection before leaving Media Learning Commons.
4. Exit the building using Door 1 by greeter's desk.

Thursday, August 20, 2029: 12:30 p.m. to 2:00 p.m. for students in grades 10, 11, and 12.

1. Students enter the building using Door 1 (Front steps of building) at the TBird
  2. Pick up laptop in the Media Learning Commons. Clear payment and questions at Door 228 (faculty room door) and then enter media learning commons to sign out your laptop.
  3. Go to a table to log in to re-establish network connection before leaving Media Learning Commons.
  4. Exit the building using Door 1 by greeter's desk.
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Students may pick up laptop computers in the Media Learning Commons in Room 226C, after school or at lunch, on September 1<sup>st</sup> and 2<sup>nd</sup> if they are unable to be here during August distribution.

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