



July 19, 2022

Dear Parents,

We are very excited to have your students on campus for the new school. I wanted to take this opportunity to outline the policy and procedures for student iPads, textbooks, and other books for class.

Back to School Day

Our technology team will be available during scheduled back to school Day August 12th to issue iPads, textbooks and other necessary materials. We will provide these items along with setup instructions to get started on the device. A student technology agreement will need to be signed before taking possession of your assigned devices and our team will be happy to answer all of your questions.

Who Receives an iPad?

Middle School students (grades 6-8) are required to use school issued iPads. We will have iPads available for Upper School students (grades 9-12) on a first come, first served basis. Personal iPads may be permitted, but they must be approved by the Technology Department and registered to our wireless network.

Device Requirements

If your Upper School student chooses to bring a personal device, it must be a 6th Generation or Higher, have 128GB of storage and be free of any VPNs. VPN apps are not allowed while the device is connected to our network for security and federal compliance reasons. We encourage families to consider the constantly-changing nature of technology in their planning. If a family has an older but serviceable device this year, and is in 9th grade, their student(s) will need to obtain a newer device next year.

Textbooks and Library Books for Class

Mr. Messer, our Technology Coordinator and Librarian, manages all textbook activity on campus. If your child needs a textbook, the book can be checked out during a scheduled back to school day before school or picked up from the Technology Room in the Upper School building.

All school-owned textbooks and books must be checked in and checked out by the technology or librarian team. School-owned books that are checked out to a student are not considered returned if given to a teacher or left on campus. The student must actively receive and give the book back to the designated library staff member and not through a teacher or other Munroe employee.

We look forward to supporting you and your students over this upcoming school year! If you have any questions before the school year starts, please contact Ms. Livingston-Miller or Mr. Messer at the school or send an email to jayla.livingston-miller@rfmunroe.org or jody.messer@rfmunroe.org.

Sincerely,

Technology Department