



## Nutley Public School District

315 Franklin Avenue  
Nutley, NJ 07110

June 15, 2021

Dear Parent/Guardian,

As the school year draws to a close, we will need to collect back all loaner Chromebooks and iPads that were borrowed from the district for virtual/hybrid instruction.

You must return the district-issued loaner Chromebook/iPad and its charger with power cord.

- Chromebooks/iPads and accessories should be returned undamaged and in good condition. Chromebooks/iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Nutley Public School District. Asset tags and logos should not be modified or tampered with in any way.
- If upon inspection of the Chromebook/iPad and accessories, there is evidence of abuse, neglect or intentional damage, a fee will be charged for needed repairs, not to exceed the replacement cost of the Chromebook/iPad.
- Failure to return the Chromebook/iPad and accessories will result in a charge for the full replacement cost and will delay issuing of transcript.
- The replacement cost of the Chromebook is \$250.00. The replacement cost of the iPad is \$300.
- The replacement cost of the Charger is \$20.00 - [Pay the \\$20 charger replacement fee on MySchoolBucks](#) - if the charger is lost/missing.

### IMPORTANT:

- Devices can be returned to the Technology Department between **Monday-Wednesday, June 21-23, between 1-3pm** at the **Rear Entrance of John Walker Middle School**, 325 Franklin Avenue. Proceed down the driveway and the Middle School back entrance (gym lobby) will be on your left. Look for the “Technology Department” sign by the doors.
- Chromebook return will NOT be accepted at the elementary school locations.
- If your child is attending a summer program within the district, your child may continue to use the loaner Chromebook/iPad for the duration of the program.

**Prior to returning the Chromebook, please complete the enclosed [Chromebook Offboarding Label](#).** Please fill out the label and place it inside the Chromebook.

Please feel free to contact us if you have any further questions - Go to [nutleyschools.org](http://nutleyschools.org) website > Parents > [REQUEST TECH SUPPORT](#)

Sincerely,  
NPS Technology Department