Totowa Borough Public Schools

MEMORIAL SCHOOL
"Where Little People Learn Big Things"
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Timothy Tracy
Administrator in Charge

Patricia Capitelli
Superintendent of Schools

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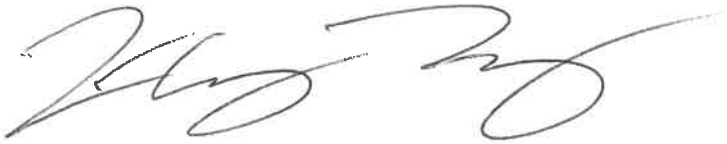
Dear Parents and Guardians:

Just a reminder, students need to comply throughout the school year with the Board approved **Electronic Device Policy 5516 - USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD),** which can be found on the Totowa School District's website. *"Electronic communication and recording device (ECRD)" include **any** device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.*

When a student arrives at school **ALL cell phones** and **smart watches** should be stored in the student's backpack. A student is not permitted to bring, possess, or use an ECRD on school grounds at any time, regardless of whether school is in session or not. According to policy, if a student has an electronic device confiscated a parent/guardian will be contacted to pick the electronic device up. A repeat offense will result in disciplinary action in accordance with the school's discipline policy.

Thank you for your cooperation.

Sincerely,



Timothy Tracy, Administrator in Charge
Memorial School