

March 09, 2020



Dear Winston Students & Parents,

A large portion of our remote learning plan involves the use of educational technology. To maintain efficiency and prevent frustration, we would like to remind you about our support email "Tech Talk" ([techtalk@winstonschool.org](mailto:techtalk@winstonschool.org)).

Should you have any kind of problem with **educational programs used by Winston students** (Read & Write, for example), please send a request to the Technology Integration Team via this email. We will respond within 24 hours on weekdays, and 48 hours on weekends to help solve the issue!

Please note that this address is **not for hardware-related issues** (if your screen or keyboard isn't working properly, for example). It is only for programs/software/apps that are being used for school work. **If the device is owned by the school**, hardware-related issues can be reported to the Winston helpdesk ([helpdesk@winstonschool.org](mailto:helpdesk@winstonschool.org)). For 7th and 8th graders who bring their own Apple devices, we recommend contacting the device manufacturer.

That said, Tech Talk is an account and process that will be available to the entire community, spanning all grades and divisions, regardless of your device type (iPad, Chromebook, or Mac). Some examples of common problem areas are: logging in, syncing accounts in Chrome, using add-ons, and using extensions.

Please feel free to reach out with any questions, comments, or concerns!

Sincerely,

Ian Hassan & Molly Vaporis

Winston's Technology Integration Team

The Winston School of Short Hills

973-379-4114 ext. 208 (Art/Tech Room) or 210 (Annex Front Desk)

[techtalk@winstonschool.org](mailto:techtalk@winstonschool.org)