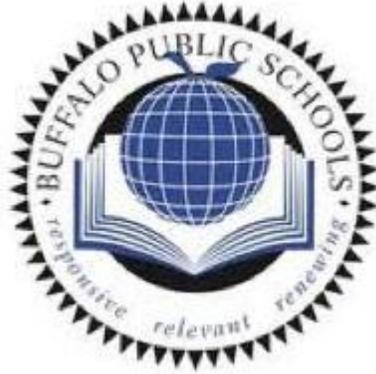


# **CITY HONORS SCHOOL ONE-TO-ONE TECHNOLOGY HANDBOOK**





Dear Parent or Guardian:

This year, the Buffalo Public School District is rolling out the One to One learning program to all students at City Honors School. We started last year with grades 5 and 6. Students will begin completing coursework that combines traditional learning with online and technological exploration. Our Buffalo Public School teachers will receive on-going training to support students, provide feedback, and assess assignments and exams in this mixed environment. Participating students will receive a computing device with Wi-Fi capabilities so they can complete coursework in the school environment. Computing devices **CANNOT** be taken home with students. Additionally, teachers will use Schoology, our Learning Management System, as their digital classroom. This will allow students to submit assignments, access lesson materials, and receive feedback from their teachers. Buffalo Public Schools is excited to be offering this program.

Participating in blended courses will help your child gain essential time management and organizational skills and explore a mode of learning used by colleges. You may receive more information regarding this program and your child's participation throughout the year. Please contact me if you need further information.

Sincerely,

Sanjay Gilani  
Chief Technology Officer  
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65 Niagara Square  
Buffalo, New York 14202  
[sgilani@buffaloschools.org](mailto:sgilani@buffaloschools.org)

# Overview

A One to One mobile device program has the potential to radically alter education for Buffalo Public School students. Providing students with a computing device for use in the classroom, as well as digital resources that can be accessed from any device with an Internet connection, mitigates the disparity some students experience with access to technology outside of school. Consequently, eliminating this disparity frees teachers to dramatically alter instructional practices by leveraging this always-available technology.

Successful execution of a One to One initiative requires planning and cooperation from stakeholders throughout the District. These guidelines have been created to provide a framework for a large-scale mobile device deployment.

## Contact Information:

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# One to One Instructional Laptop Program

This document is intended to inform all students, parents and guardians of the expectations and policies associated with a One to One Instructional Technology Program.

The technology resources provided in the One to One instructional laptop/tablet program provide meaningful learning opportunities for students, tools for collaboration and interaction, and enhanced facilitation of all courses. Students should be aware of responsibilities associated with the efficient, ethical, and lawful use of technology and BPS curricular resources. If a student violates any of the conditions named in this document, privileges may be terminated, access to School District technology may be denied, and the appropriate disciplinary action may be taken.

## **Student Participation**

Student participation in a BPS One to One program is contingent upon a BPS administrative approval. Parent/guardian and student contracts must be signed and returned. All District computing devices provided are to be used for educational purposes only.

## **Device Ownership**

Any computing device and additional hardware/accessories issued through a One to One program are the property of the Buffalo Public Schools. Students have no ownership of the computing device, peripheral hardware, and related resources. All resources will be utilized in school and are not to be removed from the school building, unless accompanied and supervised by appropriate school personnel.

While students are responsible for proper care and handling of the resources, the District can recall the computing device and accessories at any point for maintenance or spot checking for compliance with the student contract. The Buffalo Public Schools reserves the right to monitor and access all information on the computing devices, including Internet histories. Students and parents should clearly understand there is no expectation of privacy on school equipment. To reiterate, District officials will spot check computing devices at any point and have the right to recall computers.

## **Learning Management System**

One to One content may be offered through a Learning Management System (LMS). If an LMS is used, students will be given a login and password and will complete all coursework in a secure platform. Students will be responsible for complying with the LMS service provider's licensing agreements, terms of use, copyright, and the Buffalo Public School District's Acceptable Use Policy (AUP).

## **Technical Support**

Students will immediately contact their homeroom teacher regarding any damage to or problems with the computing devices. Please refer to the Student Assistance Flow Chart (included at the end of the program guide) to troubleshoot technical problems.

## **Loss, Theft, or Damage**

- Each computing device will be assigned to a specific student. Students must not lend or exchange computers. Devices must be kept with the student at all times and must not be left unattended. In the event of a lost device, the building administrator and ITC must be notified immediately. If a computing device is stolen, a police report must be filed by the building administrator and/or ITC.

- Computing devices issued by the District may include internal tracking software. In the event that the device is reported lost or stolen, software may be used to locate and remotely disable the device. Modifying, disabling, or attempting to disable the location software is a violation of the Acceptable User Policy and grounds for disciplinary action.
- If damage occurs or if the computing device is not operating properly, the IT Department will determine how best to repair the device. **If damage to District technology is purposeful or malicious, the parents/guardians may be held financially responsible.**
- Students should refrain from making any attempt to gain access to the internal electronics to repair the device themselves.
- In the event that damage occurs or the computing device is not functioning correctly, students should report the situation to their homeroom teacher so that a School Dude ticket can be placed. District technicians will repair devices.
- In the event that a student's computing device needs repair, a loaner device may be provided while the device is being repaired.
- **The parent/guardian may be held financially responsible for some or all the cost of repairs/replacement of a computing device that has been damaged accidentally by deliberate misbehavior of students.**
- Intentional damage from student misuse or neglect will be repaired and the cost may be borne by the parent/guardian.
- Students are responsible for maintaining backup copies of their data. In the event that a device experiences problems District officials may need to re-format the device, wiping the device clean of all information, content, programs, etc. The District does not accept responsibility for the loss of any information, applications, etc. deleted due to the necessity of a re-format and/or re-image.

### **Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. They should also recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate content on the internet.

### **Cyber-Bullying**

The National Crime Prevention Council defines cyber-bullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person." Cyber-Bullying will not be tolerated and is strictly forbidden. Students should remember that digital activities are monitored and retained. Students should report any cyber-bullying immediately to school personnel.

### **Device Maintenance**

Computing devices and accessories must be returned in the same condition they were given – free of marks, stickers, writing or engraving. Students must store the computing device in a safe location and keep it secure in its protective case.

# One to One Learning Expectations / Best Practices

## Expectations for Use

- Students will have their computing device with them during all classes.
- Students will use the Internet for academic purposes, including research, course related assignments and review, access of the course content, and per teacher instruction.
- Students will not share password/login information to the Learning Management System or any other District resource.
- Students will not use computing devices for entertainment purposes, including use of social media, unless it is part of assigned coursework.
- Students will only take/store/share text, images, audio, and video that have an academic purpose.
- Students will not keep personal information on the computing devices.
- Computing devices must be powered down, placed on the charging cart, and charged to full capacity at the end of each day.
- Students must not use their computing device to purchase goods and services via the Internet. Parents/students are charged with full responsibility for any financial obligation incurred from the inappropriate use of the computing device.

## Best Practices

- Students are expected to treat their computing device with care and respect.
- When transporting the computing device throughout the school building, students should be particularly cautious.
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- No object should ever be placed or stacked on top of the computing device. This includes books, musical instruments, sports equipment, etc.
- Students must protect their computing device from extreme heat or cold. As well as from the weather, water, or other liquid.
- 
- Students should not leave the computing device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Students must never eat or drink (including water) while using their computing device, or use their device near others who are eating or drinking.
- The computing device is for the student's use only. Students should not share the device with friends.

## Student Assistance Flow Chart

Issue	Action(s) Necessary	District Contact
Accidental Damage 1 <sup>st</sup> and 2 <sup>nd</sup> Instances)	Report damage immediately. The device must be brought to the Main Office so a technician can be contacted. The student will need to wait until the original device is returned from service.	School Clerks will contact IT
Accidental Damage (3 <sup>rd</sup> Instance)	Report damage immediately. The device must be brought to the Main Office so a technician can be contacted. The student will need to wait until the original device is returned from service.  Some loss of privileges of using the computing device may occur-	School Clerks will contact IT
Intentional Damage	If damage to District technology is purposeful or malicious, parents/guardians may be held financially responsible.  Computing devices must be returned in the condition they were given – free of any marks, stickers, writing, and/or engraving.	School Clerks will contact IT and School Administrators
Loss	Report loss immediately.	School Clerks will contact IT and School Administrators
Theft	Report theft immediately. No cost will be incurred if the device has been reported stolen to the proper personnel immediately, if not, the parent/guardian may be held financially responsible.	School Clerks will contact IT and School Administrators
Device will not boot up.	Report problem to classroom teacher, who will notify the Main Office.	School Clerk will notify the BPS Help Desk
Student cannot login to Virtual Desktop, and/or cannot access/login to Learning Management System.	Report problem to classroom teacher, who will notify the Main Office.	School Clerk will notify the BPS Help Desk

## **One-to-One Program Student/Parent Contract Buffalo Public School District**

**Students:** This contract is designed to help you successfully complete your one-to-one coursework. The signatures below indicate agreement to the following expectations and policies.

1. The Buffalo Public School District retains title to and ownership of the computing device, case, and accessories.
2. I will login and work on my coursework as outlined in the syllabus.
3. I will make sure that my device is in school, fully charged and prepared for class as required.
4. I will follow the Buffalo Public School District's Acceptable Use Policy
5. I will use appropriate communications on the Learning Management discussion boards.
6. I will use the Internet for academic purposes, including research, course related assignments and review, access of the course content, and per teacher instruction.
7. I will not share my login information to the Learning Management site or any other digital resource.
8. I will not use my device for entertainment purposes, including social media unless it is specifically assigned coursework.
9. I will only take/store/share text, images, audio, and video that have an academic purpose.
10. I will not keep personal information on my computing device.
11. I understand my online activity is stored and will be monitored by school officials. School officials have the right to recall and spot check devices at any point.
12. I will notify the Main Office School Clerks of any technical problems with the equipment.
13. I understand I may be held financially responsible for up to \$700.00 for any damage to or loss of my computing device, case, and accessories if determined to be caused intentionally or through deliberate carelessness.
14. I will report any damage, loss, or theft of the computing device immediately to Dr. Kresse.
15. I agree to abide by all copyright and license agreements, and I understand that infraction or violation will result in removal from the course.
16. I understand that violation of the student contract and/or program guide may result in removal from the One-to-One Program.
17. I have read the One-to-One Program Guide and agree to abide by program policies and procedures both at home and school.

**Parents/Guardians:** This contract is designed to ensure appropriate care and use of District technology and one-to-one course materials:

1. I am in support of my child using his/her computing device during school hours.
2. I understand if my child causes purposeful or malicious damage or loss to the computing device and any related equipment, I may be held financially responsible.
3. The value of the computing device, case and accessories is approximately \$700.00.
4. I will report any damage, loss, or theft of the computing device immediately to Dr. Kresse. I will report the theft of the device to the police immediately and provide the police report to Dr. Kresse within five (5) days.
5. I understand the computing device allows my child access to the Internet. School officials have the right to recall and spot check devices at any point.
6. I understand my child must follow the District AUP and should treat and use all technology responsibly.
7. I agree to have my child return the computing device and all related equipment when he/she finishes the course. If my child drops the course or leaves the District, the equipment must be returned to the ITC immediately.
8. I understand that violation of the student contract and/or the District AUP may result in removal from the One-to-One Program.
9. I agree to all One-to-One Program policies and procedures, as outlined in the One-to-One Program Guide.
10. I understand that the computing device and related equipment are the property of the Buffalo Public School District.

***I have reviewed the above contract and agree to abide by it.***

**PRINT STUDENT NAME:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Buffalo Board of Education Acceptable Use Policy for Information Technology

### *Student*

The Buffalo Public School System provides computers and networks for the academic use of students. When using Buffalo Public School System computers, networks, equipment, and supplies, students are expected to:

#### Respect the privacy of others and the security of Buffalo Public Schools System.

Only use your user ID and password – do not use another person's user ID and password.

Do not share your password with others.

Do not try to learn other people's passwords.

Do not try to disrupt, interfere with, or destroy computers, networks, equipment, or information.

Do not access, store, or transmit information that is hateful, harassing, insulting, offensive, false or defamatory, sexually explicit, obscene, or otherwise inappropriate.

Do not interfere with the academic or work activities of others.

#### Respect the copyrights and licenses of software and information.

Do not copy, download, install, or distribute software in violation of copyright laws or licensing agreements.

Do not copy, share, or transmit information in violation of copyright laws.

#### Respect the integrity of our computers, networks, and equipment.

Do not try to access computers or networks for which you do not have permission.

Do not install software or peripherals on a Buffalo Public School System computer. Do not connect a computer, network, or device to a Buffalo Public School System network.

Do not bypass any security system or feature put in place to protect, monitor, or restrict access to information (for example, do not use an Internet proxy server to avoid Buffalo Public School System web content filters).

Do not create, download, install, or use software or equipment that can be used to "hack into" or damage a computer or network.

Do not change, remove, or damage computers, networks, or equipment.

Do not use software or hardware to keep Buffalo Public School System staff from accessing information.

#### Use information systems for authorized purposes only.

Only use computers and networks for academic activities – not to play non-academic games or for prohibited or illegal activities.

Do not access the Internet from Buffalo Public School System facilities using any network or computer not provided by the Buffalo Public School System.

Do not waste computer processing time and storage, network capacity, or information technology supplies.

#### Protect information from loss, theft, disclosure, or unauthorized use.

Do not access or share information for which you do not have permission, or help others to do so.

Do not give information to others that could help them gain access to the computers or networks of the Buffalo Public School Systems.

Take care of the computers and equipment assigned to you to prevent loss, theft, damage, or unauthorized use.

Report any loss, theft, unauthorized disclosure, or unauthorized access to a teacher or administrator.

**Note:** The Buffalo Public School System monitors its computers and networks, in accordance with the Child Internet Protection Act (CIPA), and has put other safeguards in place to protect information as it is stored, transmitted and displayed. Students should have no expectation of privacy when using Buffalo Public School System computers and networks.

### **Scope and Sanctions**

This policy applies to all students of the Buffalo Public School System. A violation of Buffalo Public School System policy may lead to loss of computer privileges and/or discipline. Under certain circumstances, violations of Buffalo Public School System policy may give rise to civil and/or criminal liability. The Buffalo Public School System may also pursue legal action as deemed appropriate against individuals for unauthorized access, use, or destruction of information assets.

**By virtue of the authority vested in the Superintendent of Schools under Board of Education Policy # 1420, I hereby enact the foregoing procedure governing acceptable internet use, and revoke all prior versions of the District procedure on that topic.**

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**Dr. Kriner Cash,  
Superintendent of Schools  
September 1, 2015**



**Buffalo Board of Education**  
Acceptable Use Policy for Information Technology  
*Student*

**I understand that if the district rules as outlined in are not followed, I will lose the privilege to use the technology.**

**Student Name** (Please Print) Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Student Signature** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent Signature** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Failure/refusal to sign or return this form does not release the user from penalties.**

**BUFFALO PUBLIC SCHOOLS  
SCHOOL DISTRICT RELEASE FORM:  
STUDENT INTERVIEWS, PHOTOGRAPHS AND VIDEOTAPES**

Dear Parents/Guardians:

Please complete and return the bottom of this form to your child's homeroom teacher as soon as possible.

Thank you for your cooperation.

Sincerely,

*Dr. William Kresse*

Principal



**Please check only ONE item:**

<input type="checkbox"/> I hereby consent that interviews, photographs and/or videotapes of my child may be taken or used by the Buffalo City School District <i>only</i> for public relations, educational or other purposes consistent with the purpose and mission of the Buffalo City School District, including publication on the Buffalo City School District website.  I further agree that said materials shall become the property of the Buffalo City School District, and I hereby release and discharge the Buffalo City School District and its representatives from any and all claims that may arise by reason of taking of said interviews, photographs and/or videotapes.
<input type="checkbox"/> I do not give permission for my child to be interviewed, photographed, and/or videotaped for Buffalo City School District purposes.

**PRINT CHILD'S NAME** \_\_\_\_\_

**HOMEROOM TEACHER** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

