



Dr. Charles R. Drew  
Science Magnet School  
PS 59



*A student-centered environment that promotes life-long learners.*

# Student and Parent Remote Learning Handbook

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716-816-4120 (phone)  
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716-816-3370 (phone)  
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# THE EDUCATION BARGAIN WITH STUDENTS AND PARENTS

**The Education Bargain with Students and Parents**

An equal and high-quality education is every child's civil right; and, as educators, we must deliver on this essential democratic principle. The New Education Bargain is simple: The District will guarantee pathways to opportunity that will lead to achievement and success in exchange for hard work, commitment, and collaboration of our students and parents.

**IT IS THE PARENT'S RESPONSIBILITY TO:**

- Place a high premium on education
- Make sure your child goes to school and to all classes every day
- Make sure your child does his in-school work to the best of his ability and puts in additional study time (up to two hours each day) outside of school hours
- Make sure you and your child show respect for teachers and for staff

**Key Initiatives:**

- Rigorous Early Elementary Education
- Strong Community Schools
- New Innovative High Schools
- Extended Learning Excellence for All Our Students
- Services for Our Neediest Children and Families
- New Relationship with Our Teachers

## INTRODUCTION

Welcome to the 2020-2021 school year. As we begin this year amidst the COVID-19 pandemic, teaching and learning will look and feel different. Buffalo Public Schools and Dr. Charles R. Drew Science Magnet School remains committed to providing the best education and learning experience possible.

### VISION

The students of Dr. Charles R. Drew Science Magnet School will be active, engaged learners, who are able to think critically, compete, and become college and career ready in all subject areas including Math, ELA, and Science.

### MISSION

At Dr. Charles R. Drew Science Magnet, we believe that all children must reach their full potential in order for them to be able to compete and become college and career ready. Our commitment to our students starts first with a commitment to ourselves to seek continuous improvement in our skills which will lead to improved student learning. We will meet students where they are and find the necessary support, resources, and personnel to help them reach their potential. Dr. Charles R. Drew Science Magnet will build upon the partnership that we have with the Buffalo Museum of Science to help our students become critical thinkers and infuse that in all subject areas. Families and students will be included in the educational decision making process which will result in the school and families supporting each other to help children become successful.

#### **We will do this by:**

- Celebrating our students and teachers.
- Recognizing areas of growth and striving to improve our skills.
- Infusing scientific inquiry into the curriculum.
- Meeting children where they are and finding the appropriate supports and personnel to help them improve in their skills.
- All students will be nurtured and supported by caring adults who have every child's best interest at heart.
- Infusing the use of data into our daily instruction so that we may appropriately respond to students so that they are successful in all subject areas, including ELA, Math, and Science.
- Communicating and working with parents and families regarding student learning and behavior.

#### **We believe that:**

- All students can learn regardless of their background.
- All teachers and staff play a critical role in helping children reach their potential.

# SCHOOL REOPENING

## 100% REMOTE LEARNING

- Students will remain home, and teachers will provide online instruction and provide independent work for students to complete
- Course assignments, links, videos, lessons, and documents will be located on Schoology
- Teachers will provide virtual instruction and host question/answer sessions using Microsoft Teams conferencing
- Paper copy learning packets will be available for students in grades PK-1 that are not able to access remote learning
- Learning materials will be available to students in grades 2-8

<b>What Students Can Expect During Remote Learning</b>	<b>Who to Contact with Questions?</b>
<ul style="list-style-type: none"><li>● 15-40 minute synchronous lessons by period 5 days a week</li><li>● Learning objectives will be presented</li><li>● Teachers will focus on Enduring Understandings/Priority Standards by course</li><li>● Supplies and materials will be accessible/provided based upon course needs</li><li>● School Supply Lists are available on our site</li><li>● SPED/ENL/RTI/AIS services will be provided as scheduled.</li></ul>	Classwork → contact the teacher  Schedule → contact the school  Health → contact the school nurse  Technology → contact 716-816-7100

# ATTENDANCE & TARDINESS POLICIES

## Attendance Policy

1. The Attendance Policy begins upon the first day of formal enrollment in each class. Students must attend virtual classes everyday while school is remote.
2. Attendance will be taken at the start of each virtual class period.
3. It is the responsibility of the student to contact their teachers regarding missed tests/class assignments.
4. Students falling below the 85% attendance level for school and class attendance may require a conference.

### 1. Tardy to School

Tardy is defined as: "not being in your seat when the bell rings." Students arriving to either homeroom or school after 8:15AM at school are considered to be tardy and their permanent record will be marked appropriately. While we are virtual, students must be logged into their classes on time. If they arrive after the start time, they will be considered tardy.

### 2. Tardy to Class

Failure to attend class on time will negatively affect your learning, which could result in a lower grade.

### 3. Excused Absence

An absence or tardiness or early departure may be excused if due to personal illness, illness or death in the family, religious observance and education, required court appearances, incarceration, attendance at health clinics, military obligations or other such reasons as may be approved by the Board of Education.

### 4. Unexcused Absence

An absence, tardy or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories [e.g., family vacation, babysitting, unlawful employment, truant (out of school without parental consent), oversleeping.

## CODE OF CONDUCT

A complete student and parent guide to the Code of Conduct will be published on the BPS Buffalo Schools home page at [www.buffaloschools.org](http://www.buffaloschools.org) for review by students, staff and parents/caregivers.

Teachers will review the Code of Conduct and expectations during the first days of virtual instruction as part of policies and procedures.

## COMMUNICATION

During this time, the school and family partnership is important to the educational success of our students. Use one of the options below when you need to contact teachers, administrators, or other support staff. Please keep the school updated with any changes in family contact information.

### Calling a Teacher

- There may be times you need to speak to a teacher. Call the main office at the number listed below, and you can leave a message for the teacher or you will be connected to that teacher's voicemail where you can leave a message.
  - Museum 816-3370
  - Annex 816-4120
- The teacher should respond to your message within 24 hours.

### Email

- At any time, you may email a teacher. The email addresses are listed on our school website under the STAFF DIRECTORY tab.
- The teacher should respond within 24 hours.

### Schoology Messages

- You may send a message to teachers on Schoology, our online learning platform.
- Information on how to create a Parent Account on Schoology, which will allow you to monitor your child's assignments and message teachers can be found at <https://www.buffaloschools.org/site/Default.aspx?PageID=88626>

### Change of Address/Phone Number

Parents are required to provide a current home address, telephone number, emergency number and a list of adults to contact in case of emergency.

- When telephone numbers changes you may update your phone number online at [www.buffaloschools.org/contact](http://www.buffaloschools.org/contact)
- For changes of address, please call the main office and the homeroom teacher.

## Requesting a Conference

- It is vital for parents to be involved in their child's education. If you have any concerns, please feel free to contact the teacher for a conference. You can email or phone to set-up a conference ahead of time that works for both you and your child's teacher.
- Conferences can be held over the phone or using Microsoft Teams, our virtual meeting platform.

## School Website

- Dr. Charles Drew has a school webpage that you can access information such as parent events, our School Calendar, the Parent Portal (to view student grades), and other important information.
- Access our school website at:  
<http://www.buffaloschools.org/ps59>.

## CYBER-BULLYING

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, 4chan, and Tik Tok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

(Source: <https://www.stopbullying.gov/cyberbullying/what-is-it> )

Bullying or cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary



action and possible loss of use of the device. In some cases, cyber-bullying can be a crime. To report any suspected bullying go to <https://www.buffaloschools.org/domain/5720>

## **EXPECTATIONS IN A VIRTUAL CLASSROOM**

- Students should work in a location with least possible distractions
- Student dress in virtual classrooms should adhere to the dress code as outlined in the District's Code of Conduct
  - Do not wear revealing garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) excessively short skirts or shorts and see-through garments.
  - Make sure you cover all underwear with appropriate outer garments, including the wearing of pants at waist level.
  - Do not wear clothing that is lewd, vulgar , obscene , or cause a disruption to the school that impedes the educational program.
  - Do not wear clothing that is associated with or identifiable as a symbol of gang membership.
- Students are expected to follow the teachers' directions
- Students will respect others by muting yourself when they are not talking
- Students will keep their cameras on and face the screen unless instructed to do otherwise
- Students will use the public chat or raise hand features to ask questions or when they need help

## **GRADES AND GRADING POLICY**

The existing District grading policy will be implemented equitably in either a hybrid or remote learning model.

Board Regulation 7210R outlines the District's grading procedures. However, in this unprecedented time, we recognize that some students may need some flexibility. Teachers will allow time extensions and/or provide affected students with the opportunity to revise/resubmit work in order to meet the learning objective of the lesson. In addition, after working with the teacher, a school counselor, and administrator, it may be determined that certain students require further consideration (e.g., death

in the immediate family, prolonged illness). If this is confirmed, students may receive an Incomplete for the marking period and be granted an extension to submit work.

## **GUIDANCE AND COUNSELING SERVICES**

Students are encouraged to meet with their counselor regularly to discuss personal, academic and social issues. An array of services are provided to assist students with graduation requirements, high school preparation, as well as peer mediation. Students and parents can contact our Student Support Services Team using the following contact information

- Guidance Counselor
  - Ms. Shaw at [cshaw@buffaloschools.org](mailto:cshaw@buffaloschools.org)
- School Social Worker
  - Ms. Regian (Annex) at [aregion@buffaloschools.org](mailto:aregion@buffaloschools.org)
  - Ms. Barone (Museum) at [kbarone@buffaloschools.org](mailto:kbarone@buffaloschools.org)
- School Psychologist
  - Ms. Sylvia (Annex) at [tsylvia@buffaloschools.org](mailto:tsylvia@buffaloschools.org)
  - Ms. Carey (Museum) at [ncarey@buffaloschools.org](mailto:ncarey@buffaloschools.org)
- Say Yes Family Support Specialist
  - Mr. John Krol at (716) 468-0031

[Click here for a list of local Mental Health Resources for families.](#)

## **INFINITE CAMPUS PARENT PORTAL**

Parents have the right to access and monitor assignments, grades and attendance, as well as contact information, through the online Parent Portal. This resource helps parents stay informed and connected by providing day-to-day insight into their child's academic experience. If you need more information on how to access Parent Portal or how to request portal letter, click the link below, type the address into your internet browser or scan the QR code with your mobile device.

<https://www.buffaloschools.org/Page/2380>

## **INSTRUCTIONAL PLATFORMS**

### **Schoology**

In the 2020-21 school year, all teachers PK12 will use the learning management system, Schoology, to facilitate the delivery, participation, and engagement of educational courses and instruction. Teachers will

create courses and post course content in Schoology, including video and website links, virtual conferencing links, documents, PowerPoints, and Nearpod lessons. Students are also able to message their teachers through Schoology. Younger students can also use badges to login to Schoology.

### **Microsoft Teams**

Microsoft Teams is the District's conferencing platform for use with students. Teams allows teachers to provide live online (synchronous) instruction and to host virtual office hours. Teachers will also schedule virtual conferences through Teams to support students individually and/or small in groups. Links will be posted in Schoology.

## **IMMUNIZATIONS**

New York State requires all students to be immunized against diphtheria, polio, measles, German measles and mumps. Students not having the proper immunization will not be permitted to attend school when we are able to return to the building. Please have this documentation readily available. If you have any questions on your child's immunization status, please contact our school nurse. For more information, visit

<https://www.buffaloschools.org/Page/1958>

## **MEAL DISTRIBUTION**

While we are virtual, break and lunch will be provided at each Buffalo Public School throughout the district beginning Wednesday, September 9th.

- Meals will be distributed every Monday, Wednesday and Friday from 11:00 AM – 1:00 PM (with the exception of holidays)
- Parents/Guardians may pick up meals at a Buffalo Public School closest to their home.
- For a complete list of meal distribution sites, and further information on meal distribution, please visit <https://www.buffaloschools.org/Page/88598>
- **For questions, please contact the Food Service Department at 716-816-3688**

## **MULTILINGUAL SUPPORT**

Stand-Alone:

Teachers will provide stand-alone instruction through the District's online platforms. The ENL teacher will work with students from different classrooms who need the same instructional support.

### Integrated English as a New Language (ENL):

Teachers will provide integrated instruction through the District's online platform. ENL teachers and content area teachers will collaborate to plan, prepare and deliver lessons that include scaffolding and provide multiple opportunities for language development during content area instruction.

Additional ENL Considerations: Multilingual learners will receive independent skill-building exercises daily as assigned to address the four modalities. Parents will receive virtual training on the District's learning management system (LMS), Schoology, in order to provide families opportunities to support and monitor their child's learning. The trainings will be offered in the District's top seven languages. Moreover, the District will facilitate virtual workshops and host office hours to support families of students in English as a new language programs. For more information visit: <https://www.buffaloschools.org/multilingual>



The individuals listed below are liaisons that support our Multilingual families. Each liaison is available to answer questions, provide supports, assist parents/caregivers with translation or interpretation services that support the success of children.

Each liaison is available Monday – Friday, 8am – 4pm. If you call after these times, please leave a voicemail. Your call will be returned within 24 hours.

- Eh Knyaw: Languages: Karen & Burmese Phone: 716-816-3986 Email: [Eknyaw@buffaloschools.org](mailto:Eknyaw@buffaloschools.org)
- Myintcho Lay: Languages: Karen & Burmese: Phone: 716-544-6132 Email: [mLAY@jersbuffalo.org](mailto:mLAY@jersbuffalo.org)
- Safa Fontain: Languages: Arabic: Phone: 716-220-0744 Email: [sfontain@jersbuffalo.org](mailto:sfontain@jersbuffalo.org)
- Kamala Mishra: Language: Nepali & Hindi: Phone: 716-247-0027 Email: [Zyswe@buffaloschools.org](mailto:Zyswe@buffaloschools.org)
- Grace BiCampaka Bashizi: Languages: Swahili, French, Mashi, & Kiganda: Phone: 716-536-6500 Email: [bbashizi@jersbuffalo.org](mailto:bbashizi@jersbuffalo.org)
- Wilbert Ramos: Languages: Spanish: Phone: 716-816-3977 Email: [wramos2@buffaloschools.org](mailto:wramos2@buffaloschools.org)
- Nagham Ar-Rawi: Languages: Arabic, French, & Malay: Phone: 716-816-4915 Email: [Narrawi@buffaloschools.org](mailto:Narrawi@buffaloschools.org)
- Said Ibrahim: Languages: Somali & Mai Mai: Phone: 716-783-5977 Email: [sibrahim@jersbuffalo.org](mailto:sibrahim@jersbuffalo.org)

## SCHEDULES

Students will have synchronous and asynchronous learning time reflected in their schedule. They will still have a full school day, but there will be times that they are in live lessons with teachers, and other times when they will be working independently or have the opportunity to ask peers or their teachers questions. Synchronous and asynchronous learning are outlined below.

<b>Synchronous</b>	<b>Asynchronous</b>
	
<p><i>Teacher and Students work at the same time while interacting on the computer through Schoology and Microsoft Teams</i></p>	<p><i>Student works independently from teacher on assignments, lessons, programs, and other tasks while being able to check in with the teacher.</i></p>

Daily schedules for each grade are posted on the school webpage at [www.buffaloschools.org/PS59](http://www.buffaloschools.org/PS59).

## **SPECIAL EDUCATION**

Special Education teachers will follow the District's daily instructional schedule.

Special Education teachers will create Distance Learning Plans for each student with a disability that would encompass Specially Designed Instruction and other supports (accommodations/ modifications/assistive technology) and services (speech, occupational therapy, physical therapy, vision, hearing, counseling). Individual learning plans will include a contact log that documents each student name, how much instruction provided, when the instruction was provided, amount of time provided, as well as all other contacts with parents/guardians etc.

The Division of Special Education will continue to offer related service via tele-therapy.

All Committee on Special Education (CSE) meetings including Annual review, Re-evaluation, Initial meetings and Amendments will be held remotely.

Evaluations will be completed remotely if the assessment permits remote administration. When appropriate, a consult model may also be utilized. If none of these methods are feasible, the district will reach out to parents to seek an agreement to extend the timeline for evaluation.

## STUDENT CHECKLIST FOR REMOTE LEARNING SUCCESS

Use this checklist as a guide to help manage your time and establish daily routines.

Develop a Routine!

- Do you have all of your supplies for your classes meeting that day? Computer? Writing instrument? Paper? Planner? Additional materials?
- Does your computer have enough power? If not, are you near a place you can plug it in?
- What does your workspace look and sound like? Is it... Free of clutter? A consistent space that's become your temporary "desk"? Seating that keeps you sitting upright and alert? In a location where there are limited additional noise distractions?
- Have you turned off or set any technology aside that could be a distraction? (phones, portable video games, tv shows, etc.)

Utilizing your breaks between each class meeting

- Take a 10-15 minute movement break! Get a drink, grab a snack, go to the bathroom, etc.
- Record the homework for the class you just completed. Make sure to write down what is due by the time you meet with that class again.
- Glance at email and your courses in Schoology to ensure you aren't missing any updates you need to know for your classes that day.

Lunch Break- Give yourself this time to disconnect from school!

- Allow time to unplug from the computer and give your eyes a break
- Get some fresh air
- Eat some food, check in with your friends, and give yourself this time to take a breath

Daily Independent Work Time (Asynchronous) and Office Hours

- Review and complete homework assigned from your classes.
- Check-in with teachers and email them any questions you may have. Teachers WANT to be in frequent communication with you, know how you are doing, and offer help.
- Meet one on one or in small groups with teachers through Teams if previously scheduled.
- Be patient with yourself and your teachers.

This is new to everyone, and we are all in this together. If you are struggling to find something, understand how to use something or aren't clear on expectations let your teacher or counselor know. Everyone wants to support you and make this new way of learning enjoyable for all.

You've got this!

## STUDENT ONLINE SAFETY

The parent/guardian must agree to monitor student use at home. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The device has the same functionality at home as it does in the classroom. While every effort is made to filter undesirable content on the device, the system is not failsafe. For this reason, it is important for parents/guardians to monitor their students' online activity. For schools and parents/guardians alike, student safety is always the highest priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

- Use of the Internet must be supportive of and consistent with the educational objectives of the District.
- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.
- Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone who they meet online in real life. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- Students may not post or otherwise disclose personal identifying information about themselves or others, including pictures, video-footage, descriptions or name(s).
- Students and families must be cautious to protect the safety of themselves and the identity of others.



- Student dress code should be appropriate when operating the device camera and/or webcam.
- Parents are to monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned work.

Parents can assist with students' online safety by ensuring students adhere to the following Do's and Don'ts

- **Do** use Schoology, the district's Learning Management System (LMS), to support personal educational objectives consistent with the educational goals and objectives of the District.
- **Do not** submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- **Do** abide by all copyright and trademark laws and regulations.
- **Do not** reveal home addresses, personal phone numbers or personally identifiable data, including login information, unless authorized to do so by designated school authorities.
- **Do** understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- **Do not** use the network in any way that would disrupt the use of the network by others.
- **Do** follow the District's Student Code of Conduct and the Acceptable Use Policy.
- **Do not** attempt to harm, modify, add/or destroy software or hardware, nor interfere with system security.
- **Do** ask a person's permission before video or audio recording them or taking photos. You may never record a person (this includes, parents, students and staff) without their permission.

## STUDENT RIGHTS & RESPONSIBILITIES

Pursuant to Education Law section 2-d, the BPS has published on the Parents' Bill of Rights for Student Data Privacy and Security. Access to the Parents Bill of Rights for Student Data Privacy and Security can be found

on the Office of Shared Accountability section of the Buffalo Public Schools website at the following address:

<https://www.buffaloschools.org/Page/294>

### Student Responsibilities

- Students are expected to check Schoology daily and log-in at the start of the school day
- Students will be expected to participate in all diagnostic, benchmark, and District Based Assessments as assigned by their teachers.
- Students will attend virtual lessons with teachers and/or participate in asynchronous lessons daily.
- Students are to be an active participant in virtual discussions as instructed by the teacher.
- Students are to submit assignments as designated by the teacher. Assignments may be assigned with flexibility to submit weekly. (Example: Friday by 4pm)
- If a student fails to complete an assignment and there is no communication within 5 school days, then the students shall earn a failing grade for the assignment.
- Students must maintain the pace of the course.
- Students will always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students will report any technical issues through the Tech Help Desk as soon as an issue arises (716-816-7100)
- Students will maintain best practices for virtual learning sessions.

### SUPPLIES

Recommended supply lists to support your child during remote learning are posted on our website, by grade level at:

<http://www.buffaloschools.org/ps59>.

### TECHNOLOGY

During the unprecedented COVID-19 pandemic, learning opportunities will be provided remotely. The BPS Code of Conduct requires that the conduct of all students, teachers, and other school personnel will adhere with the BPS Acceptable Use Policy for Information Technology.

- Students in grades 2-6 will be provided with iPads; grades 7-8 will be provided with laptops
- The District has plans to distribute iPads to students in grades PK-1.
- Acceptable Use Policy

Any computing device and additional hardware/accessories issued are the property of the Buffalo Public Schools. All resources will be utilized for instructional purposes.

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. The District's acceptable use policy for students can be found at <https://www.buffaloschools.org/page/2176>.

### **Technology Support**

- Information on technology platforms for students and families is located on the "Learning from Home" BPS web page: <https://www.buffaloschools.org/domain/9532>
- Contact the BPS IT Help Desk at 716-816-7100 (option 1) for assistance troubleshooting any technical problems with your iPad/Laptop device.
- Families can request a Hot Spot Request Form - <https://www.buffaloschools.org/HotSpotRequest>
- Bring damaged or inoperable iPads/Laptop devices to the BPS Center for Innovation, Technology and Training at 1515 South Park Avenue for repair. Students should never disassemble iPad/Laptop device and attempt their own repairs. Families should not take BPS devices to outside agencies/businesses for repair.
- Return iPad/Laptop devices to the BPS Center for Innovation, Technology and Training at 1515 South Park Avenue upon request or if leaving the district.
- Report any loss, or theft of your computing device immediately to the District. For theft, obtain a police report and provide to the District by emailing a copy, including student name and

information to [bpsinventory@buffaloschools.org](mailto:bpsinventory@buffaloschools.org) within five (5) days.

- Students who forget their username or password can use the BPS Help Line (716-816-7100) to retrieve their correct username and password.

### **Technology Agreement**

If you choose to pick up and take home a device, it is understood that you are agreeing to the following:

1. 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 for the repair/replacement of the device.
2. I will report any damage, loss, or theft of the computing device immediately to the District. I will report the theft of the device to the police immediately and provide the police report to the District within five (5) days.
3. I understand the computing device allows me/my child access to the Internet. School officials have the right to recall and spot check devices at any point.
4. I understand that I/my child must follow the District AUP and should treat and use all technology responsibly. Any violation of the student contract and/or the District AUP may result in loss of privileges.
5. I agree to have my child return the computing device and all related equipment at the end of the school year or at any time upon request. If I/my child leaves the District, the equipment must be returned to the District immediately.
6. I acknowledge that the computing device and related equipment are the property of the Buffalo Public School District. Students have no ownership of the computing device, peripheral hardware, and related resources.
7. I understand that computing devices and accessories must be returned in the same condition they were given – free of marks, stickers, writing or engraving.

### **Technology Home Use Guidelines**

- All school rules apply for home use of devices.

- Only appropriate sites should be accessed.
- Use ONLY a lint-free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood pulp fibers that can scratch your screen.
- NEVER spray any cleaning chemicals, such as Windex or other glass cleaners, directly on to your screen as they may damage it.
- Keep all food and drinks away from your computer at all times.
- Protect the computer from small children and pets.
- Use the computer in a common room of the home.
- Store the computer on a desk or table – never on the floor.
- Do not leave computers unattended.
- Do not put stickers or additional markings on the devices, cases, batteries, or power cord.
- Do not deface the computer in any way. This may include but is not limited to marking, painting, drawing or marring any surface of the devices, cases or the sleeve.
- Students should make sure to have the device plugged in and charging before going to bed each night. Chargers should be kept with the device case at all times and brought back to school each day if/when schools are open for classroom instruction.

## **VISITORS IN THE BUILDING**

Due to COVID-19, we are unable to accommodate visitors for the 2020-21 school year. All meetings with parents will take place on our virtual platform, Microsoft Teams. If parents are unable to attend virtually, appointments can be made to the school site. In these special circumstances, social distancing will be maintained.

## **WORKING PAPERS**

Students under 18 who are interested in working papers should contact the Guidance Counselor Ms. Shaw at [cshaw@buffaloschools.org](mailto:cshaw@buffaloschools.org)