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## **BUFFALO PUBLIC SCHOOLS**

### **Office of Information Technology**

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Dear BPS Parents ~

Buffalo Public Schools' Education Bargain states: *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.*

Since the onset of the pandemic, thousands of laptops and iPads were distributed to Buffalo Public Schools' students for remote learning. Access to technology is not only a positive instructional tool for modern-day teaching and learning, but also a privilege. Students must take VERY good care of the device loaned to them and parents must make certain this happens. Further, there are specific expectations concerning student devices and learning as we anticipate the reopening of schools on February 1, 2021.

- **Devices and chargers must be carried to and from school each day the student attends in person learning**
- **Devices must be transported securely in a backpack or school bag to conceal the device and protect the device**
- **Devices must not be shared with other students due to COVID safety protocols**
- **Devices must be fully charged each night in order to have battery power during the school day**
- **Devices must be used in a responsible and ethical manner that does not cause disruption to the teaching and learning environment.**
- **If a computer is lost or stolen, a police report must be filed immediately. A copy of the report should be brought to staff at the Center for Innovation, Technology and Training at 1515 South Park Avenue or emailed to [bpsinventory@buffaloschools.org](mailto:bpsinventory@buffaloschools.org) along with details about the student (name, school, grade). No replacement device will be issued without a police report. The District will deactivate the device immediately upon receipt of report.**
- **Power cords will only be replaced at no charge if the old power cord is returned at the time of the requested replacement.**
- **Damaged and destroyed devices should be presented to staff at the Center for Innovation, Technology and Training for repair or replacement. Note: Approval for the replacement may be required from school principal and/or Superintendent before a replacement device is provided. Contact your school principal for direction during the time the student may be without a device.**

As a reminder, all issues concerning student technology being used for remote learning should be presented to staff at 1515 South Park Avenue, Buffalo, NY 14220 between 10 am – 4pm, Monday through Friday. Parents/students may also call the IT Help Desk at (716) 816-7100 – Press Option 1 for technology assistance or additional information.

*“Putting Children & Families First to Ensure High Academic Achievement for All”*