



# **Buffalo Public Schools Technology Handbook 2020-2021**



## **Center for Innovation, Technology, & Training**

1515 South Park Ave.  
Buffalo, NY 14220  
716-816-7100

Multilingual Language Support 716-816-7099



Dear Buffalo Public Schools Community,

We hope that you are safe and well. This letter contains important information regarding student care of district issued iPad/laptop devices. In preparation for fall reopening of school please make sure your device is in good working condition. If necessary, you should:

- **Contact the BPS IT Help Desk** at 716-816-7100 (option 1) for assistance troubleshooting any technical problems with your iPad/Laptop device.
- **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 can also use our TeamDynamix ticketing system to create a service ticket and attach a copy of the police report directly to the ticket.

Myra Burden  
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# Buffalo Public Schools Technology Handbook

## Computer Use and Care

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## Overview

The Buffalo Public Schools is providing students with a laptop/iPad, and in some cases a WiFi hotspot, to support distance learning. Providing students with computing devices for use both in school and at home, mitigates the disparity some students experience with access to technology outside of school. With the provided technology, students will take advantage of instructional resources, expand their sources of research, find meaningful real-world assignments, and seek out digital information to support continuous learning. As supported by the Education Bargain, the student and his/her parent/guardian are responsible for the appropriate use and essential care of the device, as well as returning the loaned device and any liability associated with damaged, lost, or stolen devices.

### Contact Information:

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## Use Agreement

Increased access to technology has numerous benefits, but it also has the potential for abuse. For this reason, the BPS has specific agreement guidelines that address appropriate use of technology and electronic resources. These guidelines regarding technology and electronic resources apply to computer use at school; they also apply to home use of the BPS issued computer and/or hotspot.

### **BPS Computer 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.

## Basic Guidelines

The technology equipment remains the property of the Buffalo Public Schools. Computers and hotspots will be returned at the end of the school year or when the student leaves the District. Parents and students must agree to return the equipment to the district in the same condition it was issued. Following are some basic guidelines to ensure proper care of the equipment:

- No one should eat or drink near the device.
- Devices should be kept in their protective cases at all times.
- Never share devices. For both security or cleanliness, devices should never be lent or shared with other users.
- Students are responsible for all content found on their device. Do not allow any unauthorized users access to your device.
- Devices should be completely shut down when not in use. Devices should always be stored in a District-approved sleeve and/or backpack when transporting to home or class.
- Students and parents/guardians will be held accountable for any damage caused to the devices that results from misuse or negligence per the BPS Use Agreement.
- No stickers or markings of any kind are allowed on the devices or cases. They are not to be defaced, damaged or tagged in any way.
- Sending or retrieving any information that violates school or District policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene will result in appropriate disciplinary action.
- Students should never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.
- The student username and password are not to be shared with anyone except parents/ guardians.
- It is the expectation that students will bring the device to school each day if/when school buildings are open for classroom instruction, unless otherwise instructed. The students will transport the device in their sleeve and/or backpack to help protect the equipment.
- Never access, delete or change other students' folders, work, files or projects without specific permission from a teacher or other administrator.

- Do not expose your device to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time (i.e., leaving in a car). Extreme heat or cold may cause damage to the device.
- Students do not have computer permissions to install any software on the device. Installing unapproved software could introduce a virus into the network and cause device instability and failure.
- Follow all directions given by the teacher.
- Center the device on the desk or table when using it.
- Close the lid of the device before standing up.
- Put your device away securely before walking away from it.

## Using Technology Responsibly

Technology access and digital literacy is a necessary skill for student success in the 21st century. By providing technology to students and working to expand internet access, the BPS is preparing our students and classrooms for the future. Our goal in providing network access and technological resources is to promote instruction and learning as part of a hybrid and/or remote learning model.

## Security

Two primary forms of security exist: device security and internet filtering. Each computer has a security program installed on it in order to establish a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to BPS networks. Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc. BPS also maintains an internet filtering tool that automatically filters student access to certain internet sites.

- 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.

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.

## Cyberbullying

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> or scan the QR code to report inappropriate behavior to the district.



## Lost or Stolen Devices

If a device is lost or stolen anytime outside of school, parents should take the following steps:

1. Contact the BPS IT department for immediate device lockdown by calling the Helpline at 816-7100, Option 1 to report the lost/ stolen property.
2. Contact the police to file a claim for lost/stolen property. Be sure to get a copy of the police report.
3. Once you have received a police report with case a number, please submit a Team Dynamix ticket. A Scan or photo of the police report will be required to submit the ticket.

*\*\*Please note that all devices are equipped with tracking software in the event that devices are lost or stolen. Devices will be disabled in the event that they are lost or stolen.*

## Device Support

### Distance Learning Assignments/Instructional Resources

Please have your student check with individual class teachers for classroom procedures. Parents and students can access resources and learning guides on the “Learning from Home” BPS web page at <https://www.buffaloschools.org/domain/9532> . This supporting documentation will help parents and students learn how to connect to their student’s learning resources.

### Support and Trouble Shooting

- For Internet connectivity issues on your device, it is recommended that you first restart the device. To do so, click the “windows” button in the lower left corner, select “power,” then click “restart.”
- If Internet connectivity issues persist, contact your internet service provider (ISP).
- For device hardware or software functionality issues, first restart the device. Click the “windows” button in the lower left corner, select “power,” then click “restart.”
- If device hardware or software functionality issues persist, contact the BPS Helpline at 816-7100, option 1 for further instruction and support. Students can also submit a TeamDynamix ticket to report their issues by using the form link [HERE](#), typing the web address below or scanning the QR code.



<https://buffaloschools.teamdynamix.com/TDClient/1896/Portal/Requests/TicketRequests/NewForm?ID=9FX-FSd2CaQ>

### How to Power On/Shut Down

- Press the power button.
- After about a minute, you will be presented with the login screen.
- Login with student username and password.
- At the end of each work session or the end of the instructional day, close all applications, click the “windows” button in the lower left corner, select “power,” then click “shut down.”

### Hot Spot Internet Connection

If your home is still in need of a Hot Spot for Internet Connection, please use the [LINK](#) provided to submit a request, review the status of a previous request or directions for your Hot Spot use. You can also type the address in your browser or scan the QR code.

<https://www.buffaloschools.org/hotspots>



For additional assistance with a District-provided hotspot device, contact the BPS Helpline at 816-7100, option 1 for assistance.

## At Home Computer Care

## Traveling with the Computer

- Computers should stay in their sleeves or backpack when traveling.
- Computers should be shut down before traveling.
- Care should be taken to keep the computer dry.
- Computers should not be left in a car unattended because of the possibility of heat damage, car break-in or theft.
- Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.

## 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.

## 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.

- 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.

## 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>



## Tips and Tricks for an Enhanced Remote Learning Experience

### Parents

- Have fun being a part of your child's online experience.
- Use the device in a shared or common space in the home.
- Keep the computer where everyone can see the screen.
- Do not post personal information, and beware of requests for personal information online.

- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.
- Talk about the rules of your household concerning how to use the computer and the Internet.
- Decide on the time of day that your child can go online, how long he/she can surf the Internet, and what kinds of websites they can look at.

## Students

- Treat everyone online as you would want to be treated.
- Report cyberbullying and threats to teachers immediately.
- Honor BPS security software and filters.
- Do not give out personal information, such as address, telephone number, parent's work address or telephone numbers, or the name and location of your school, without the permission of your parents.
- Tell your parents right away if you come across any information on the Internet that makes you feel uncomfortable.
- Never agree to get together with someone you "meet" on the Internet without first checking with your parents. If your parents agree, take them with you and meet in a public place.
- Never send anyone your picture or any other possessions without first checking with your parents.
- Report any messages that are mean, rude or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.

## Additional Supporting Resources for Families

### **Common Sense Media - [www.commonsensemedia.org](http://www.commonsensemedia.org)**

Provides information and resources for families on how to best support your learner(s) in a digital community. This is also where you can find materials related to the Digital Citizenship curriculum used in Buffalo Public Schools.

### **BPS Learning Resources for Home – <https://www.buffaloschools.org/Page/88626>**

Helpful resources that provide support for students and parents on how to use many of the instructional programs utilized by teachers for instruction. These resources include the Schoology tutorial videos.

### **Parent Contact Information Update Form - <https://www.buffaloschools.org/contact>**

### **Hot Spot Request Form - <https://www.buffaloschools.org/HotSpotRequest>**

**Connect Safely - [www.connectsafely.org](http://www.connectsafely.org)**

The site has tips for teens and parents, as well as other resources for safe blogging and social networking.

**Internet Keep Safe Coalition - <http://www.iKeepSafe.org>**

A broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.

**OnGuard Online - <http://www.onguardonline.gov>**

Practical tips from the federal government and technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. It features NetCetera, which includes tips to help parents talk to kids about being online.


**Wired Safety - <http://www.wiredsafety.org>**

Provides help, information and education to Internet and mobile device users of all ages. It also helps parents with issues, such as Facebook and cyberbullying.





## **APPENDIX**

# Getting to Know Your iPad








## Apps BPS Installs




### Web Links

- Take Online Assessments  
  STAR Math
- Adaptive Math Game  

- Buffalo Public Schools Website  



### Applications


-  Gateway to all instructional software programs used by students.
-  Cloud based file storage for students and staff.
-  Digital classroom for students to access course work.
-  App used for remote technical support.
-  Virtually connect with your teacher for instruction.
-  Access your BPS desktop and files using the virtual desktop.
-  Provides full access to the Microsoft suite (Word).

### Settings

Access & modify any Device Settings (ie Wifi). 

### Self Service

BPS App Store to access additional programs. 





# Getting to Know Your Laptop

## Apps BPS Installs

### Desktop Application



Adobe reader allows easy interaction with PDF documents.



Interactive Whiteboard software.



Digital audio editing and recording software.



Graphing calculator program.



Access your BPS desktop and files using the virtual desktop.



Virtually connect with your teacher for instruction.



Provides full access to the Microsoft suite (Word).



### Web Links



Quick access to eDoctrina to complete online assessments.



Star Math Link to Renaissance Learning assessments.



Digital classroom for students to access course work.



Gateway to all instructional software programs used by students.



Cloud based storage system for students and staff.



## 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. The value of the computing device, case and accessories is \$700.00.
3. I will login and work on my coursework as outlined in the syllabus.
4. I will communicate with the instructor and fellow students online as directed and respond to emails within two days.
5. I make sure that my device is in school, fully charged and prepared for class as required.
6. I will follow the Buffalo Public School District's Acceptable Use Policy
7. I will use appropriate communications on the Learning Management discussion boards and in emails.
8. I understand I may be removed from the course if I fail to login for more than three weeks or do not meaningfully participate in course activities, discussions and assignments.
9. I will use the Internet for academic purposes, including research, course related assignments and review, access of the course content, and per teacher instruction.
10. I will not share my login information to the Learning Management site or any other digital resource.
11. I will not use my device for entertainment purposes, including social media unless it is specifically assigned coursework.
12. I will only take/store/share text, images, audio and video that have an academic purpose.
13. I will not keep personal information on my computing device.
14. 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.
15. I will notify the building administration or the ITC of any technical problems with the equipment.
16. 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 carelessness.
17. I will report any damage, loss, or theft of the computing device immediately to the building administration or the ITC. I will report the theft of the device to the police immediately and provide the police report to the building administration or the ITC within five (5) days.
18. I agree to abide by all copyright and license agreements, and I understand that infraction or violation will result in removal from the course.
19. I understand that violation of the student contract and/or program guide may result in removal from the One-to-One Program.
20. I have read the One-to-One Program Guide and agree to abide by program policies and procedures both at home and school.

## One-to-One Program Student/Parent Contract Buffalo Public School District Cont'd.

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

1. The value of the computing device, case and accessories is \$700.00.
2. I am in support of my child using his/her computing device during non-traditional school hours.
3. 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.
4. I will report any damage, loss, or theft of the computing device immediately to the building administration or the ITC. I will report the theft of the device to the police immediately and provide the police report to the building administration or the ITC 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 building administration or 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.***

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.**

3111F

**BUFFALO PUBLIC SCHOOLS**  
**School District Release Form:**  
**Student Interview, Photographs, and Interviews**

Dear Parents/Guardians:

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

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Principal

.....  
Please check only **ONE** item:

[ ]	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.
[ ]	I do not give permission for my child to be interviewed, photographed, and/or videotaped for Buffalo City School District purposes.

CHILD'S NAME: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**BUFFALO PUBLIC SCHOOLS**

**Outside New Media Representatives Release Form:  
Student Interview, Photographs, and Interviews**

Dear Parents/Guardians:

Periodically outside news media representatives desire to do a feature or news story on an educational or safety topic concerning our schools. It is not unusual for photographs and/or videotapes of our students to accompany these articles for print or broadcast purposes.

The date, location, type of media release, and purpose for which parental/guardian consent is requested is as follows: \_\_\_\_\_

\_\_\_\_\_

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

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Principal



Please check only **ONE** item:

I give permission for my child to be interviewed, photographed and/or videotaped by outside news media representatives for press or media print or broadcast purposes as indicated above.  
I further agree that such material shall become the property of the applicable media agency, and I hereby release and discharge the Buffalo City School District and its representatives from any and all claims that may arise by taking of such interviews, photographs and/or videotapes.

I do not give permission for my child to be interviewed, photographed, and/or videotaped by outside news media representatives for press or media print or broadcast purposes as indicated above.

CHILD'S NAME: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_