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Bethlehem Central School District

<http://bethlehemschools.org>



August 2017

Dear BCBS Family,

I hope that you are enjoying the summer and looking forward to a great year ahead. I would like to welcome everyone to the new school year, especially families new to our district. The first day of school for all students is Thursday, September 7 and we have an exciting year in store.

It has been a very busy summer around the District. We have hired many new teachers, administrators and support staff and are looking forward to having them join our talented team. Our Operations and Maintenance staff have been busy getting the buildings ready for September and we have some wonderful new spaces for our students and community to enjoy.

We have also been busy preparing for our Power of One initiative, which will provide Chromebooks to all students in grades 3-12, as a way to enhance personalized learning. Expanding Chromebook use across more grade levels is important as we strive to make technology integration in the classroom as seamless as possible.

At the high school, every student in grades 9-12 will be assigned a Chromebook at no cost. Only the high school will be using a “take-home” model where students will use the devices while at school and will be able to bring them home every day.

Distribution of Chromebooks to high school students will take place on the following dates:

- Senior Day (before/after the Senior College Planning Meeting at 12 noon) – Thursday, Aug 24, 11:30 a.m. to 1:30 p.m.
- Open pick up (Grades 10-12) – Thursday, Aug 24, 1 p.m. to 3:30 p.m.
- Open pick up (Grades 10-12) – Friday, Aug 25, 3:30 p.m. to 6:30 p.m.
- Open pick up (Grades 10-12) – Saturday, Aug 26, 11 a.m. to 2:30 p.m.
- Open pick up (Grades 10-12) – Wednesday, Aug 30, 4 p.m. to 7 p.m.
- Freshman Orientation – Wednesday, Sept 6, 1:30 p.m. to 2:30 p.m.
- Open pick up (Grades 10-12) – Wednesday, Sept 6, 3 p.m. to 6 p.m.

Please note: Students **MUST** present a copy of the enclosed form, which must be signed by a parent/guardian. It is the “ticket” students will need to pick up the Chromebook device.

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A student/parent handbook, district policies, and copies of all forms related to the Chromebook can be found here: <http://www.bethlehemschools.org/chromebook-information-grades-9-12/>

The Power of One Chromebook program is one of several district goals for 2017-18. At the August 9 Board of Education meeting, I presented an overview of the goals and also presented a framework for a five-year strategic plan for the Board to consider. In the coming months, we will be reaching out to parents and community members to assist us with this work. You can view all of this information on our website at bethlehemschools.org.

The beginning of school is such an exciting time and provides everyone with an opportunity to get involved. Please be sure to check out our website, the district's Facebook page, and our Twitter feed (@BethlehemCSD) to stay current on events around the District. Information is also shared with families who subscribe to our School News Notifier (SNN) system. If you are not a current subscriber or if you need to update your notification settings, I would encourage you to do so at <https://snn.neric.org/bcsd/>.

Most importantly, please be sure that your child's ASPEN account -- where a student's academic information and emergency contact information is stored -- is up to date.

Enjoy the remaining weeks of summer. If there is anything I can assist you with, please feel free to contact me. Thank you for your continued support and I look forward to another great school year at BC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jody Monroe', with a long horizontal flourish extending to the right.

Jody Monroe
Superintendent of Schools

enclosure



ONE-TO-ONE DEVICE PROGRAM GUIDELINES

The Bethlehem Central School District (“BCSD”) is committed to providing students with the technology needed to excel in the classroom and future careers. Pursuant to this commitment, the District has established a One-to-One Device Program (the “1:1 Program”). Under this 1:1 Program, all students in designated grades will receive a personal computing device (“1:1 Device”) for use in their educational program.

Prior to receiving a 1:1 Device, parents/guardians and students must first read, acknowledge receipt of, and agree to follow these 1:1 Program Guidelines.

I. District Ownership and Student Privilege of Use

- A. The District owns or leases all 1:1 Devices issued to students.
- B. Use of a 1:1 Device is a privilege, not a right.
- C. Students have no expectation of privacy on their 1:1 Device, which may be monitored and/or inspected by the District at any time to ensure compliance with District policies, regulations and applicable laws.
- D. Students are required to abide by all requirements of the 1:1 Program and all District policies and regulations relating to use of District Technology, including but not limited to District Policies and Regulations on Technology Resources and Data Management (8630/8630R), Acceptable Use (4526/4526-R), Internet Safety (4526.1/4526.1-R), Cyberbullying (5810), and the Code of Conduct (5300).
- E. The District may terminate the 1:1 Program and require return of some or all 1:1 Devices at any time and for any reason, including for failure to comply with District policies, regulations or these 1:1 Program Guidelines.
- F. Students who graduate early, withdraw or terminate enrollment for any reason must return their 1:1 Device, charger and all BCSD peripherals.

II. Student and Family Responsibilities

- A. 1:1 Devices are for Student Use only.
 - 1. The 1:1 Device may only be used by the student to whom the device is issued.
 - 2. Students must keep their passwords private and not disclose them to others, except to parents/guardians.
 - 3. Students are expressly prohibited from using another student’s name or password to log into their 1:1 Device or another student’s 1:1 Device.

4. Family members or others are not allowed to use the 1:1 Device except to assist the student with that student's school assignments.
- B. Students are responsible for the proper care of their 1:1 Device.
1. 1:1 Devices should only be used on a table or other flat, stable surface.
 2. 1:1 Devices should be protected from extreme heat or cold and should never be left in a car, even if the car is locked.
 3. Students should never eat or drink while using their 1:1 Device, or use their 1:1 Device near others who are eating or drinking.
 4. Do not place heavy objects on the 1:1 Device.
 5. 1:1 Devices must be locked in designated lockers during PE classes and before and after school sports and may not be used in locker rooms, bathrooms, gym, or at sports events or left out of lockers at any time.
- C. 1:1 Devices should be kept free and clear of all personal markings.
1. The District's ID tag must remain on the 1:1 Device at all times.
 2. Students may not place stickers on the 1:1 Device.
 3. Students may not write on, drawn on, engrave or otherwise deface any 1:1 Device.
- D. Students are responsible for bringing their 1:1 Device fully charged to school each day.
1. Properly charged, the 1:1 Devices have enough battery capacity to last the entire school day.
 2. Power cords, which are easily lost, should be left at home.
 3. If student brings a 1:1 Device into school that is not sufficiently charged or forgets to bring his/her Device a loaner device will be issued.
 4. Repeatedly failing to bring a properly charged 1:1 Device to school is grounds for discipline pursuant to the Code of Conduct.
- E. The District will provide preconfigured 1:1 Devices with Internet filtering enabled pursuant to the District's Technology Use, Acceptable Use and Internet Safety Policies.
1. Students are specifically prohibited from changing their 1:1 Device's configuration or from bypassing their 1:1 Device's Internet filter.

2. Because no filtering solution is perfect, parents/guardians are responsible for setting standards for their children and monitoring their children's activities outside the school setting, including their use of the Internet.
- F. The District will provide an approved "app store" for downloading applications and other software to the 1:1 Device. Only software from the District app store may be downloaded to the 1:1 Device.
- G. Students are responsible for saving their work to their District-issued account.
1. No documents or other materials may be saved directly to the 1:1 Device.
 2. Students will be provided with instructions on how to save their documents to their District-issued account.

III. Technical Support and Responsibility for Damage or Loss

- A. If a 1:1 Device is not working properly or is damaged, students and their parents/guardians are required notify the Technology Department immediately.
- B. Students and their parents/guardians are expressly prohibited from attempting any repair of their 1:1 Device. Any 1:1 Device that experiences problems or needs maintenance or repair must be provided to the Technology Department for technical support and/or repair.
- C. While every effort will be made by the District to fix problems "in house," it may be necessary to return the 1:1 Device to the manufacturer for repair. If the 1:1 Device must be sent out for repair, another 1:1 Device will be provided to the student for temporary and/or permanent use.
- D. In the event a student loses a 1:1 Device or a 1:1 Device is stolen, the student and/or student's parent/guardian must report the incident to the District immediately and file a police report.
- E. The District will be self-insuring 1:1 Devices against accidental damage. In the event, however, that the District determines the Device was damaged or was lost/stolen due to the failure to follow these 1:1 Program Guidelines, the District may require the student's parent/guardian to reimburse the District for such damage or loss on a case-by-case basis.

**DISTRICT TECHNOLOGY USER AGREEMENT AND PARENT PERMISSION
FORM**

Student Agreement

I have read and understand the Bethlehem Central School District (the “District”) One-to-One Program Guidelines (the “1:1 Guidelines”).

I agree to abide by the terms and conditions in the 1:1 Guidelines.

I also have read and agree to abide by the District’s policies and regulations for Acceptable Use (4526/4526-R), Internet Safety (4526.1/4526.1-R), Code of Conduct (5300), and Cyberbullying (5810).

Student Name (please print): _____

School: _____

Grade: _____

Date: _____

Student Signature: _____

Parent/Guardian Agreement

I have read and understand the District’s One to One Program Guidelines, as well as the District’s policies and regulations for Acceptable Use (4526/4526-R), Internet Safety (4526.1/4526.1-R), Code of Conduct (5300), and Cyberbullying (5810).

I understand that I may be held responsible for any damage or loss of the 1:1 Device on loan to my student. By my signature, I hereby give permission for my student to receive a 1:1 Device.

I acknowledge and agree that in the event the 1:1 Device is damaged, lost or stolen due to the failure to follow these Guidelines that I may be required to reimburse the District for the cost to repair or replace the 1:1 Device.

Parent Name (please print): _____

Date: _____

Parent Signature: _____