District Technology Plan

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Commitment to a Clear Vision and Implementation Strategies

Burlington Public Schools is dedicated to providing students with ways to acquire knowledge, master creative and intellectual skills, and understand ideas in ways that foster a positive self-image. These skills help our students develop a life of learning, self-sufficiency, and responsible citizenship. Burlington Public Schools Educational Technology constantly works to provide students and staff with powerful digital tools that can be used to engage, instruct, and excite. The educational technology in place in our schools is planned and implemented with the hopes of helping our students achieve their greatest potential. Burlington Public Schools is working to create a learning environment based on seamless inclusion of technology in classroom instruction and school management. Technology is no longer an extra or supplemental material found in some classrooms. Burlington Public Schools is working to provide all our schools with the tools needed to make technology an ubiquitous part of learning.

Burlington Public Schools is also committed to providing teachers with the necessary training and consistent support required to successfully implement technology. Teachers will be provided with significant opportunities to learn about and share ideas related to many topics in educational technology. The training of teachers will begin with new teacher orientation programs focused on technology. Through both required and optional professional development opportunities as well as extensive ongoing support, Burlington teachers will learn to challenge their students with engaging instructional practices built on a foundation of access to technology tools.

Educational Technology Goals

Burlington Public Schools is committed to achieving goals in the area of educational technology during the 2013 - 2016 school years. These goals represent a district vision that strives to provide teachers with the best training and tools available along with providing students with the skills required to succeed in our schools, in college, and the work place.

- ☐ Provide effective technology training and support for all staff
- ☐ Provide excellent hardware and applications for instruction, learning, and management
- ☐ Provide a safe online learning environment for activities on our school network
- ☐ Provide collaborative opportunities for staff and students to share ideas and creations
- ☐ All students must meet grade level Technology Literacy Standards
- ☐ All academic classrooms will contain a wall mounted high definition display device
- ☐ Improve district technology coordination, district websites, and access to online district resources
- ☐ Full conversion of student and staff data into Aspen Student Management System
- ☐ Robust use of Internet and cloud based applications - much less reliance on licensed / installed software

Technology Integration and Literacy

Burlington Public Schools Educational Technology provides all students and staff with the tools and training needed to successfully build a learning environment rich with technology. Students will learn about technology while using digital tools during each year of their academic career in Burlington. Students will be expected to meet yearly Technology Literacy Standards. These standards provide a foundation for technological skill and exploration.

Burlington Public Schools Educational Technology also strives to create a learning community in Burlington by including all stakeholders in the learning process. Parents are encouraged to learn with their children and are welcomed to Technology Open Houses and a Parent Technology Workshop Series at Burlington High School.

Burlington Public Schools 1:1 Learning Program

Burlington Public Schools provides every student in grades 1-12 with a web-based mobile device through an initiative to create a 1:1 technology learning environment. The Burlington Public Schools 1:1 Initiative is meant to provide students with a learning environment that will best prepare them for college and the work place. Students will have a mobile device to use throughout the school day (grades 1-8) and at home at the high school level. The infusion of this device will allow for the extension of learning beyond the classroom walls.

In its initial phase during the 2011-2012 school year, all Burlington High School students were provided with an Apple iPad. After extensive research, discussion, and community input, Burlington High School believes that the iPad currently provides students and teachers with the best option for creating a 1:1 school. The iPads are a source of student engagement and instruction with the use of applications, web-based software, and ebooks.

Burlington Public Schools Technology Literacy

- ☑ All teachers take part in ongoing technology literacy training
- ☑ All new staff will complete district technology orientation
- ☑ 100% of academic teachers have access to a laptop computer
- ☑ Nearly 100% of teachers use some form of technology everyday
- ☑ Nearly 100% of our students use some form of technology everyday
- ☑ Nearly 75% of teachers use technology daily to improve student learning and enhance curriculum
- ☑ Students are working to meet all Massachusetts technology standards and BPS technology benchmarks
- ☑ All grade 1-12 students in Burlington Public Schools learn in a 1:1 computing environment

Technology Professional Development

All Burlington Public Schools teachers will receive extensive training and ongoing support to help them learn about technology and prepare students for life in a digital world. Technology professional development is administered throughout the school year and is led by both Instructional Technology staff and academic area teachers. Burlington Public Schools Educational Technology is very proud of the staff in Burlington and its commitment to technology in our schools. We are also very excited by the growing number of teachers leading professional development sessions for their peers.

Teachers Teaching *Teachers*

Burlington Public Schools Educational Technology is working to prepare and encourage teachers to lead more professional development sessions for their peers. The use of full day professional development for technology has been a powerful tool for sharing ideas and allowing teachers to explore applications. Teachers are allowed to create technology sessions which can be attended by other teachers according to needs or interest. These sessions have been excellent facilitators for collaboration.

How Do I Do That? Technology Workshop Series

Burlington Public Schools Educational Technology offers a professional development workshop series twice every month. The How Do I Do That program was created in an effort to provide ongoing education and support for staff in many areas of educational technology. Teachers may attend any of the sessions and receive professional development points based on contact hours. Topics include interactive classroom technology, organizational classroom student management applications, and software for engaging students. Teachers attend the sessions in an open house format and receive powerful individualized training. The series is hosted by each school and led by members of the BPS EdTech Team.

BPSCON - Opening Professional Development Conference

Burlington teachers are also introduced to the district's technology at BPSCON, an annual opening professional development conference held during the first week beginning each school year. This three day event is held in a effort to provide an orientation for new teachers including an introduction to Burlington networking, Aspen Student Information System, Google Apps for Education, and technology policies. Event sessions provide new staff members with information regarding all the technology tools available to them in Burlington. Veteran teachers are given opportunities to refresh basic skills, learn about new tools and applications, and share classroom technology ideas through collaboration during the annual event.

After School Professional Development Workshops

As a follow-up to BPSCON, all staff will attend five after school professional development sessions during the school year. These sessions will provide more training and support for many of the concepts and tools learned about during the opening technology camp. The sessions will allow more time for district technology needs to be met and greater opportunity for teacher collaboration. Teachers can use some of the time to share how they have implemented tools and applications. Teachers may also be able to share some of the student work created using technology during the school year.

Burlington Public School Technology Professional Development Opportunities

- ☑ New Teacher Technology Orientation
- ☑ BPSCON Opening PD Conference - Three Day PD Conference for All Staff Members
- ☑ *How Do I Do That?* Technology Series hosted by members of the BPS EdTech Team
- ☑ Five After School Professional Development sessions required by Teacher Contract
- ☑ Optional Technology Workshops offered throughout the school year
- ☑ Ongoing Daily School Based Support and Training from Instructional Technology Specialists
- ☑ Ongoing Grade Level and Department Based Meetings for collaboration and sharing
- ☑ Growing online Peer Learning Networks facilitated by teacher use of social networking like Twitter
- ☑ Opportunities to attend off site professional development and technology seminars
- ☑ Parent Technology Workshop Series providing the community with technology support and ideas

Accessibility of Technology

Burlington Public Schools is committed to providing students and staff with outstanding access to technology. Thanks to the efforts of district leadership, the Burlington School Committee, and the Town of Burlington, educational technology in our district is growing rapidly. Burlington Public Schools Educational Technology is working to establish a solid technology infrastructure built on a foundation of excellent network and wireless capability in all schools. This foundation will allow the continuous growth of accessible technology to our students and staff.

Ultimately, all academic Burlington classrooms should include an interactive device, large screen display, and teacher computer station or laptop. All elementary and middle school classrooms also include audio amplification systems. This foundation should become a seamless aspect of learning in Burlington. The foundation will also allow supports the 1:1 use of mobile web-enabled devices.

Teachers will be supported with the use of all technology and be encouraged to seek ways to engage students with new applications. Burlington Public Schools Educational Technology will continue to provide necessary licensed software and online subscriptions but will seek the implementation of more web-based applications such as Google Apps for Education, Dropbox, and Evernote. It is important to note that web-based applications change and new applications often serve as a more productive replacement for older ones. This constant evolution requires that Burlington teachers continue to seek the best way to engage students and look for the best tool for the project or lesson being taught.

Student and Teacher Accessible Technology

- ☑ Robust wireless networking access at all schools
- ☑ 1:1 Teacher Laptop Initiative at all schools
- ☑ 1:1 Learning Program for Burlington Public Schools Students in Grades 1-12
- ☑ Interactive devices and large screen displays in each classroom
- ☑ Computer classroom labs in all schools
- ☑ Student access to computer technology in every academic classroom
- ☑ Access to web-based mobile devices in all schools

Summary

Burlington Public Schools will use all of the technology resources available to create a learning environment in which students will be engaged in their education. This environment will serve to prepare our students for life in the digital world that surrounds them. Students will be immersed in a learning environment in which technology becomes a seamless and fully integrated component of everyday classroom lessons and projects. This environment will be built upon an outstanding network and wireless infrastructure. Students will learn by using web-based tools and web applications that serve as a foundation for subject area curriculum. All areas of student learning will continue to be enhanced by the use of technology. The tools must ultimately become infused with the academic curriculum. Burlington students will learn about curriculum using technology and learn about the appropriate ways to use the technology. Our students must be prepared to live and work in a society dominated by digital communication. Burlington students will be taught safe ways to communicate online and safe ways to interact or share information with each other and the world around them. Our students must be engaged in learning, both through hands-on practice and exploration, as well as during online interactions guided by appropriate digital citizenship.

Burlington students can only find success within a digital learning environment if teachers are given the necessary training, support, and guidance. Burlington teachers will continue to establish the district as a leader in educational technology because they will be given every opportunity to develop skills, collaborate with peers, and learn from each other. Teachers will be provided with excellent tools for classroom management, student information, and engaging instruction.

Finally, Burlington Public Schools will work with our town to continue to build a learning community where all stakeholders and participants can engage in positive collaboration using technology. Teachers, administrators, students, parents, and community members can all take part in the learning process through sharing of ideas and ongoing communication. Our students will only completely realize their greatest potential using the educational technology in Burlington schools if everyone involved takes part in its evolution.

Technology Tools Available to Students and Staff

Instructional Tools	High School	Middle School	Elementary Schools
Laptops for all instructional staff	✔	✔	✔
Mobile Web Enabled Devices	✔	✔	✔
Classroom LCD Projectors or HDTVs	✔	✔	✔
Assistive Technology Devices	✔	✔	✔
Mobile Device Mirroring Systems	✔	✔	✔
Classroom Audio Amplification Systems		✔	✔
Digital Recording Devices	✔	✔	✔
Digital Cameras	✔	✔	✔
Scanners	✔	✔	✔
Laser Printers	✔	✔	✔
Multi Media Resources and Devices	✔	✔	✔
Interactive Whiteboards	✔	✔	✔

Applications and Software	High School	Middle School	Elementary Schools
Windows 7 and Windows 8	✔	✔	✔
Mac OSX	✔	✔	✔
iOS Systems	✔	✔	✔
Aspen Student Information System	✔	✔	✔
Destiny Library Automaton System	✔	✔	✔
Google Apps for Education Accounts	✔	✔	✔
SEMS Tracker Special Education System	✔	✔	✔
Naviance Common Application System	✔	✔	
Virtual High School	✔	✔	
iReady Diagnostic Online Reading Assessment		✔	✔
iReady Diagnostic Online Math Assessment		✔	✔
Bookshare Assistive Accessible Books	✔	✔	✔
Assistive Technology Software and Applications	✔	✔	✔
EnVision Math Program			✔
Brain POP and Brain POP Jr.		✔	✔
Discovery Education Streaming	✔	✔	✔
iOS Apps for Curriculum	✔	✔	✔
TurnItIn Plagiarism Detector System	✔	✔	
Sibelius Music Notation	✔	✔	✔

Technology Literacy Benchmarks and Technology Readiness

Benchmark Area	Current	2016 Goal
Students will be proficient in all areas of Massachusetts Technology Literacy Standards	Students at each grade level are working towards a proficient level in all technology standards	Burlington students show proficiency in all Massachusetts Technology Standards
Teachers meet ISTE standards for technology literacy	Teachers are working towards a proficient level in all ISTE technology literacy standards	85% of Burlington teachers show proficiency in all ISTE technology standards
Teachers use technology as a productivity tool and/or as a classroom resource that is integrated directly into curriculum	Teachers are constantly learning about and being introduced to technology tools and applications	85% of Burlington teachers use technology as a productivity tool or classroom resource that is integrated directly into curriculum
Technology is integral to all curricular areas and at all grade levels	Technology is integrated into most framework curricular areas and activities	Technology is a fully integral part of all curricular areas at all grade levels
Technology professional development is useful. challenging, and an integral part of teacher experience throughout the district	Coaching, modeling best practices, and district based professional development is providing opportunities for all staff	District has a culture of inquiry, sharing, and knowledge building available anytime through a variety of delivery methods including online resources
Adoption of universal design curriculum development and integration of assistive technology to promote access to all learners	Awareness of universal design and assistive technologies especially in the areas of Special Education	Seamless integration of universal design practices and assistive technology to promote access for learners across all curricular areas
Network, Internet access, and wireless capabilities available throughout every school area	Direct connectivity to the network and Internet available in all academic areas. Access to wireless networking in most school areas	Direct connection to the network and Internet through wireless capabilities in all classrooms and areas of school buildings
Provide technology rich classrooms in all academic areas	Identifying what a technology rich classroom contains	Classrooms contain a mounted interactive whiteboard, mounted LCD projector, teacher laptop or desktop station, full access to wireless network, audio system, and access to mobile web-enabled devices for students
X2 Aspen Student Information System provides a universal student and staff management database	Most student and staff data has been imported into Aspen. Burlington High School and Marshall Simonds Middle School are fully using the system. Beginning conversion of professional development and elementary schools programs.	Full conversion of student and staff data into Aspen. Aspen will serve as one district database for information management and reporting. Parent portal access to information. Special Education data conversion to Aspen.
District uses open source and cloud based applications and services	Some applications and services are cloud based. Aspen, Destiny Library Automation, SEMSTracker, and growing classroom use of Google Docs, Evernote, and other free web-based educational applications	District data management and academic applications are web-based or cloud services. Robust use of Google Docs and Apps for academic settings. Little reliance on licensed / installed software.
District and school communications are structured for conversations that include the entire district, community, state and country	Growing use of blogs, wikis, and Personal Learning Networks founded on access to and use of apps like Twitter	Use of blogs, wikis, social networks, PLNs, and an active parent portal through Aspen for communication and conversation

Instructional Technology Specialist Vision Statement

Technology should be Ubiquitous, Necessary, and Invisible ~ Chris Lehmann

The Instructional Technology Specialist will develop a comprehensive technology use plan to implement technology goals in a supportive technology environment that meets the needs of Administration, Faculty, Students, and Parents; Provide a unified integrated technology approach throughout all grade levels; Enhance connection between Administration, Faculty, Students, and Parents; Research and analyze data to improve technology integration in all content areas; Seek ways to restructure and/or refine the role of faculty and staff to enhance the technology integration plan in Burlington Public Schools.

Educate

The primary focus of the Instructional Technology Specialist will be to establish and foster a supportive culture of digital literacy. This literacy will be founded in a 1:1 learning environment. Furthermore, the ITS will educate all students in the areas of acceptable technology use, social media, and digital citizenship.

This position will continually strive to empower student work through social media and multimedia. Similarly, the ITS will provide students with the guidance and skills to search efficiently and foster an environment that promotes life long learning.

The ITS will consistently seek ways to improve technology integration in Burlington Public Schools. Professional development opportunities and conferences will be proposed throughout the year and integrated into weekly and summer faculty sessions. Similarly, the ITS will promote faculty professional development leadership throughout the year. This professional development will showcase faculty and student work using technology to foster dynamic learning environments.

Finally, the ITS will conduct consistent workshops throughout the year for parents, faculty members, and students who wish to engage in continued learning of current and emerging technology tools and applications. The ITS will continually support and promote parent involvement and maintain a clear channel of communication for all student work with technology and social media.

The ITS will perform the following tasks to promote responsible use of technology and social media in education:

1. The ITS will compile and provide a list of webinars, online professional development sessions, and journal articles on technology integration.
2. The ITS will assist teachers with online professional development sessions.
3. The ITS will recommend professional development opportunities for Administration and Faculty.
4. The ITS will present professional development for teachers during the summer, Faculty meetings, and professional development days throughout the school year.
5. The ITS will offer instructional seminars and webinars for Parents and Students on digital dossiers, maintaining a responsible digital footprint, and empowering a students' message through social media.
6. The ITS will educate Students about responsibility and acceptable use of technology and social media within the district while using technology and web-based mobile devices like the iPad.

Organize

The ITS will organize an online resource library or Wikispace for Administration, Faculty, Parents, and Students. This resource library will constantly be updated and feature web resources that can be easily integrated into the Burlington Public Schools curriculum. Each content area page will feature not only the tool, but also the content area standard to incorporate in to the learning.

The ITS will work with each content area department to create a content specific shared library for online resources and resources specifically for the devices available to each school such as the iPad at Burlington High School. Similarly, the ITS will organize meetings to promote, showcase, and instruct faculty, parents, and students on using social media effectively and build strong, collegial learning networks within Burlington Public Schools and beyond.

The ITS will organize and instruct all on how to incorporate shared calendars within Burlington schools so that all Administration, Faculty, Parents, and students can access. Furthermore, the ITS will guide Administration, Faculty, Parents, and students with organizing their web content through RSS feeds, an iGoogle page, Diigo, Evernote, etc. Each tool will be presented to Administration, Faculty, and Students.

The ITS will perform the following tasks to maintain organization:

1. The ITS will introduce the online resource library to Faculty and encourage each department to start their own online, shared resource library.
2. The ITS will present various workshops throughout the year on organizing web content through RSS, Diigo, iGoogle, Evernote, etc.
3. The ITS will maintain the online resource library so that all links and websites are current, practical, and safe for faculty and student use.
4. The ITS will create a shared calendar for Administration, Faculty, and Students. This calendar will allow all to set up an appointment with the ITS, share events with colleagues, and embed calendars into faculty websites.

Connect

The ITS will maintain connectivity with the school, community, and the home. Students and Parents will have access to information such as assignments, projects, and online resources. Further, the ITS will seek out opportunities for Administration, Faculty, and Students to connect with schools around the globe for distance learning projects and discussions.

The ITS will seek to connect Administration, Faculty, and Students with social media and explore the best opportunities for learning. Similarly, the ITS will seek to connect Administration and Faculty to innovative professional development that showcases the latest lectures and speakers in innovative education practices.

The ITS will perform the following tasks to maintain connectivity:
1. The ITS will communicate with parents to enhance home connectivity and provide consistent connectivity support at the home.
2. The ITS will assist Faculty in connecting to resources and establishing an online presence in social media.
3. The ITS will assist students in connecting to various online resources and databases.
4. The ITS will connect Administration, Faculty, and Students with the current trends in innovative   education practices.
5. The ITS will guide students in developing a responsible, effective online presence through social media.
6. The ITS will connect with local, national, and international schools that are technology driven schools looking to collaborate with Burlington schools.

Integrate

The role of the Instructional Technology Specialist will be to assist and integrate appropriate technology, social media applications, and multimedia in the Burlington Public Schools curriculum. The ITS will work consistently with each content area department to foster and blend 21st century literacy skills with current curriculum standards. The ITS will work with classroom teachers to create, implement, and guide projects, lessons, and assessments that use current literacy skills.

The ITS will perform the following tasks to integrate technology:
1. The ITS will work with each department during summer planning. This meeting will focus on blending 21st Century Literacy Standards with existing Burlington Public School and Massachusetts State Standards.
2. The ITS will meet monthly at each content area department meeting. Content area teachers will showcase student work or ways in which they are integrating technology into their weekly curriculum. The ITS will present new ways to integrate technology and schedule appointments to assist classroom teachers in technology driven lessons or projects.
3. The ITS may provide professional development sessions to all content area teachers. These professional development sessions may utilize an outside speaker, the ITS, or a collaboration of the ITS, teachers, and students.
4. The ITS will make himself or herself available throughout the week. The ITS will have a shared calendar in which faculty and administration can sign up for ITS assistance with integrating technology, mini workshops, and classroom projects.

Purpose

The ITS will promote ways to provide purposeful instruction so that all students are challenged daily with meaningful learning, questioning, and reflection. Further, this position will help teachers connect with the best resources for creating an authentic, engaging curriculum that not only adheres to Massachusetts State Standards, but also incorporates purposeful assessment and instruction that is relevant and applicable beyond the walls and tenure of a school education.

1. Technology will not drive the curriculum, but will become another component in the classroom.
2. The ITS will promote the digital citizen and purposeful assessment and instruction that is inquiry driven.
3. The ITS will promote student centered classrooms that are focused around learning and uses technology as component in the learning process.

Technology Acceptable Use Policy

July 2013

Burlington Public Schools

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Adopted by the Burlington School Committee: 8/20/13

Burlington Public Schools Technology Acceptable Use Policy

Introduction

This Technology Acceptable Use Policy for the Burlington Public Schools ("BPS) is enacted by the School Committee to provide the parents, students, and staff of the Burlington School Community with a statement of purpose and explanation of the use of technology within the Burlington learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Burlington Public Schools. Students and parents/guardians as well as all staff members of BPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

The Burlington Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and life long learning. The Burlington Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Burlington Public Schools as well as with applicable laws and this policy.

Definitions

"Technology devices, digital resources, and network infrastructure" is defined as the Burlington Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.
"Information technology" is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.
"Educational use" is defined as a use that supports communication, research, and learning.
"Devices" refer to district owned/leased, staff owned devices, and student owned devices.

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Burlington Public Schools works diligently to comply with COPPA requirements. Burlington Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Burlington Public Schools will use an internal school district identification number to represent each student user.

Technology Related Services Provided by the Burlington Public Schools

What are Google Apps for Education?

Burlington Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Burlington Public Schools have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

BPS Student Google Account Setup

BPS student accounts are created using only student local identification numbers.
The student's username is their local student ID - such as 123456

Gmail

Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within the Burlington Public Schools domain.

Google Calendar

Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive

Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

Google Drive includes the following programs:

Google Documents - word processor similar to Microsoft Word
Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
Google Spreadsheets - spreadsheet program similar to Microsoft Excel
Google Forms - survey/data collection tool for creating forms and collecting data from an audience
Google Drawings - simple graphic design program

Google Blogger

All BPS students (PreK-12) will have a Google Blogger site that will be used as a Student Digital Portfolio. The Digital Portfolio will provide a web based location for student work, reflection, and achievements. Each student's Digital Portfolio will provide a space for student growth during their entire academic career in Burlington.

Google Blogger provides a blog that can be private or public for all BPS students. Google Blogger sites will only be accessible by students, parents, and teachers according to grade level requirements

Uses for Student Gmail

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Gmail Permissions

Burlington Public Schools' Gmail system controls who email messages can be sent to and who they can be received from. BPS Students cannot send email to parent accounts or anyone outside of the Burlington Public Schools domain. All BPS students cannot receive email from outside of the domain. Therefore, students should not use their BPS email for setting up accounts that need to be verified via email or receive notices via email.

Student Emails to Staff

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email and On-line Chat Guidelines

Below is a general summary of guidelines related to email and any form of on-line chat or instant messages:

- Email and on-line chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

Content Filtering

The Burlington Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Burlington Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Burlington Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response. BPS provides these educational opportunities as part of the Burlington Public Schools K-12 Information and Digital Literacy Goals.

Monitoring

The Burlington Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Burlington Public Schools network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Burlington Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Burlington Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Burlington Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Burlington Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Burlington School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the BPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

User Access and Explanation of Guideline
Access to information technology through the Burlington Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the BPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Burlington Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Burlington School committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

The Burlington Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies
Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Aspen (Parent/Student Access to Student Information System).

Expectation of Privacy
At any time and without prior notice, the BPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies
Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:
Interfering with the normal functioning of devices, computer systems, or computer networks.
Damaging or theft of devices, computer systems, or computer networks.
Accessing, modifying, or deleting files/data that do not belong to you.
Sending or publishing offensive or harassing messages and content.
Accessing dangerous information that, if acted upon, could cause damage or danger to others.

Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials. Gaining unauthorized access to computer and or telecommunications networks and resources.

Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.

Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Burlington Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.

Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.

"Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.

Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:
 Music files
 Movies
 Video games of all types, including ROMs and emulators
 Offensive images or files
 Programs which can be used for malicious purposes
 Any files for which you do not have a legal license
 Any file which is not needed for school purposes or a class assignment.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process

The Burlington Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Burlington Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit.

Burlington Public Schools Limitations of Liability

The Burlington Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Burlington Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Burlington Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Burlington Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Burlington Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this BPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Burlington Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Burlington Public Schools network. Parents and guardians agree to reimburse Burlington Public Schools for any expenses or damages incurred in the use of district owned devices such as iPads in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.

Modification

The Burlington School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

Adopted by the Burlington School Committee: 8/20/13

BURLINGTON PUBLIC SCHOOLS
STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations
I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Burlington Public School and that Burlington Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature
Parent collaboration and consent working together is a crucial focus of Burlington Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Burlington Public Schools Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Burlington Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Burlington Public Schools and that Burlington Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Burlington Public Schools.

Parent/Guardian Student Images for Educational Purposes
Burlington Public Schools attempts to provide students with the best educational practices and resources. Burlington schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Burlington Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Burlington Public Schools owns the photographs and video recordings and all rights to them.

Burlington High School iPad Statement of Responsibility for Parent/Guardian and Student (If applicable)
We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned iPad. We have read and reviewed the iPad insurance options that provide financial protection for any necessary replacement of the assigned iPad. We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost iPad.

_____
Parent or Guardian Name (please print)

_____
Parent or Guardian Signature

_____
Date

☐ I have read and understand the BPS Technology AUP.

☐ I have read and understand the BHS iPad responsibilities.

☐ I give my consent to BPS for my child to be photographed or videotaped for the use in educational publications.

_____
Student Name (please print)

_____
Student Signature

_____
Date

☐ I have read and understand the BPS Technology AUP.

☐ I have read and understand the BHS iPad responsibilities.

☐ I give my consent to BPS to be photographed or videotaped for the use in educational publications.

BURLINGTON PUBLIC SCHOOLS
STAFF STATEMENT OF RESPONSIBILITIES

Staff Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Burlington Public School and that Burlington Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

_____
Staff Name (please print)

_____   _____
Staff Signature   Date

Staff Device Delivery, Access, and Use Statement

Please be aware that all documents, pictures, movies, and data need to be saved to cloud services such as Google Drive and Dropbox. When staff laptop computer devices require service, devices may be picked up and exchanged. Staff may not have the opportunity to save or transfer local data upon the exchange.

New staff laptop computer devices will not have the Microsoft Office Suite installed.

_____
Staff Name (please print)

_____   _____
Staff Signature   Date

Software Application Purchase and Installation Request Form

Use this form if requesting a software title that requires purchase and installation on computer or computer image.

Burlington Public Schools Educational Technology is committed to providing the best tools for students and staff. Staff members must complete the Application Purchase / Installation Request Form before new software applications can be purchased or installed on Burlington Public Schools computers.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name

Email

School

Application Title

Copyright Year

Operating System Required

Installation Location (Lab, Laptop, Desktop)

Application Grade Level

Publisher

Application URL (If available)

Number of licenses

Cost per license

Total cost

Description of Application and Reasons for Request

Online Application or Subscription Service Request Form

Use this form if requesting an online title that does not require installation on computer or computer image.

Burlington Public Schools Educational Technology is committed to providing the best tools for students and staff. Staff members must complete the Online Application or Subscription Service Request Form before new software applications can be purchased for use in Burlington Public Schools.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name

Email

School

Application Title

Application URL

Application Grade Level

Number of Subscription Accounts

Length of Subscription

Cost Per Account

Total Cost

Description of Application and Reasons for Request

Technology Professional Development Session or Workshop Request Form

Use this form if requesting to create and lead a technology professional development opportunity.

Burlington Public Schools Educational Technology is committed to providing the best training and support for students and staff. Staff members must complete the Technology Professional Development Request Form before starting new technology professional development sessions in Burlington Public Schools.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name

Email

School

Session /Workshop Title

Grade Level

Date(s)

Number of Participants

Number of Contact Hours

Will you seek Inservice Credits or PDS for participants?

Description of Session / Workshop and Reasons for Request