

July 20, 2018

Dear Burroughs Families:

As your child prepares for the new school year, we want to let you know about the technological equipment and capabilities that are most commonly used by students at Burroughs. Our goal in writing this is to help you avoid any last-minute technology crises as school begins – it is never fun as a parent to have to make a late-night run to the store to acquire something you didn't realize your child would need.

Before the start of the school year, it is important for your child to have the following:

1. A Texas Instruments, TI-84 Plus, graphing calculator. These are used in all Burroughs mathematics classes and for mathematics homework, and all students must own one before the first day of school. Your child may buy this calculator at the school bookstore during the Book Sale in August or may purchase one at most office supply stores. Students should remove the calculator from its packaging, label both the calculator and cover with their first and last name, and bring the calculator to school on the first day. Because the mathematics department can use the proof-of-purchase seals from the calculator packaging to defray the cost of projection devices used in the math classrooms, the department would also greatly appreciate it if you could clip and save the seal and ask your child to pass it along to his or her teacher.
2. Computing capabilities. While we do not require that students have their own computers at home, much of the homework will require the use of a computer, so having ready and easy access will be extremely helpful. (The Burroughs library has laptops available for students to check out for use in the library during the school day, but these may not go home with students.) While we are a Mac school, Burroughs students do not need a particular type of computer at home. Most important is that students have access to each of the following:
 - Word processing – many written assignments must be typed, and most teachers require that students submit papers electronically as Google or Microsoft Word documents. The school uses the latest version of Microsoft Office. Most Burroughs computers also have access to a version of iWork, but not necessarily the latest version. As a result, students working in iWork at home should save files in the older, more compatible versions to ensure easier transitions to and from school.
 - Excel and PowerPoint software – students are likely to have some assignments that make use of this software, particularly in science and social studies. Again, the school uses the latest Microsoft Office version.

- A reliable and fast Internet connection – as a school, we use Google Apps, so students will need reliable access to email, documents, and other resources available through these online accounts. In addition to their assigned Google account, all students will have a Canvas account, where they can easily access their course calendars and due dates for major assignments in each of their courses. Students will likely need to check online sources daily for assignments and class materials, and in many classes, they will be required to submit assignments online, typically through their Canvas or Google accounts.
- A printer – it is important for students to have the ability to print hard copies of papers quickly and reliably at home.
- A flash drive of some sort – students will find it convenient to have a flash drive to carry files back and forth from school to home, and it provides a secure backup in case the Internet on campus goes down for any reason.

Technology will continue to be an important aspect of the learning process for all Burroughs students; therefore, if your child does not have access to the required technology or if the technology at your home is not working properly, prompt contact with teachers, the advisor, or the appropriate grade-level principal is recommended.

Students will meet with their advisors early in the school year to discuss the school's Technology Acceptable Use Policy, the details of which are included in the Student-Parent Handbook. Please be aware that one key element of the policy states that students may not use personal technological devices (including cell phones, iPods, iPads, and laptops from home) during the school day, unless they are being used for an academic purpose in a designated area with the express permission of a faculty member. If students need access to a computer for schoolwork during the day, they may use one of the school's laptops in the library or the computer lab, if available.

Students are allowed to bring cell phones and other electronic devices to Burroughs for use before and after school. During the school day, students must turn their devices off (not just on vibrate), and they are expected to keep them in their lockers, backpacks, or pockets. If a student is found using these items during the school day (including to check messages) or if a student's phone vibrates or rings during class, the device(s) will be turned into the grade-level principal for retrieval after school. The first offense usually results in a verbal warning to the student, and subsequent offenses result in an assignment to a Saturday detention session, study hall(s), or other disciplinary action.

Because we firmly believe our students' experiences at Burroughs depend on their interactions with other students and teachers at school, we strongly hold the line on prohibiting the use of personal electronic devices during the school day. Academic learning and our sense of school community is diminished when students' attention is drawn to calls, messages, texts, and videos, and the continuity of class discussions is weakened significantly when cell phones vibrate or ring – even in pockets or backpacks – during class. We ask that you respect this policy by not expecting your child to check voice or text messages during the day. Urgent messages from home should be called in to the front office (993-4040) and will be delivered immediately to students.

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Please feel free to contact us if you have questions or concerns.

Sincerely,

Julie Harris
Principal, Grades 7 & 8

Scott Deken
Principal, Grades 9 & 10

Jennifer Salrin
Principal, Grades 11 & 12

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