

Dear Parents,

As you know, we have introduced a great deal of technology into the BHBL experience in order to work our way through this pandemic and the restrictions that have been placed upon our organization and operations. The district has a number of tools that increase the safety and effectiveness when working with technology at home. There are two tools that we would like to address specifically:



Securly- This is our content filter. It helps to keep our students safe by preventing them from accessing inappropriate or harmful sites by monitoring their web traffic. When a student is using their school-issued Chromebook at home, they are always working through our content filter. We are providing exactly the same level of protection as if they were working at school.



Hapara- This is our classroom management software. Hapara allows teachers to remotely see their students' Chromebook screens - including all of their opened browser tabs - in real time during class. This means that teachers are able to access and monitor students' screens, both in school and at home, while teaching. Teachers can also limit the websites that students are able to visit during class. This helps to ensure that remote students are actively participating in class and improves instruction by allowing the teacher to respond to students' academic needs in real time.



Important information for families of students who use non-school-issued, personal laptops and home computers: The functionalities described above are based upon the fact that the student is logged into the Chrome browser whenever they use a school issued laptop. The functionalities are built into the chrome browser itself. Every time a student logs into a school-issued computer they are running through the district filter and there is the possibility that their screen can be monitored by the school. The same functionalities will be implemented when a student logs into the Chrome browser from any home or private computer. For example- if a student uses a home laptop to access their bhbl.net account by logging into the Chrome browser, that browser will be running through our school filters. That browser session and screen will also potentially be viewable/shareable with employees on the BHBL network.

Ways to maintain privacy and security on home computers. The easiest way to avoid compromising the security and privacy of a home computer is to have all school-related classwork and homework be done on the school-issued computer. If the student is always working on the school-issued computer and never logs in to their bhbl.net account from their home computer, the home computer will never be connected to the BH-BL network.

If students are using the Chrome browser on a home-owned computer, they should be sure to log out of the bhbl.net session in the upper right hand corner of the Chrome browser window when they are finished with their session. Instructions for signing out of the Chrome Web Browser can be found below.

I hope the year is off to a great start! Please feel free to contact me with questions about data privacy and protection at tfalvo@bhbl.org.

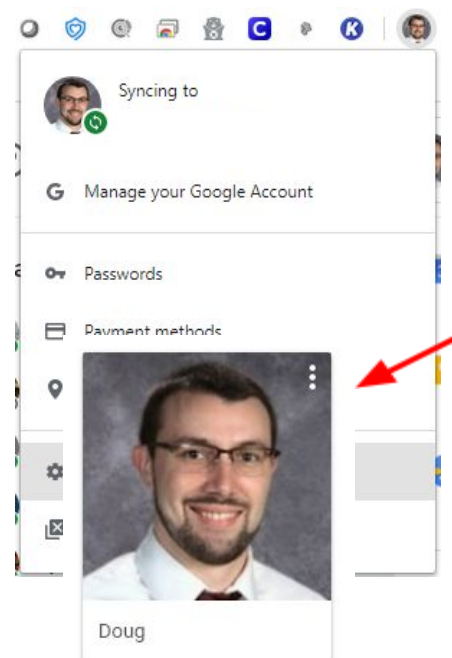
Sincerely,

Tracy Falvo
Director of Information Technology
Chief Information Officer & Data Protection Officer
Burnt Hills-Ballston Lake CSD

How to sign out of a BHBL Google Account in the Chrome web browser on a home PC or Mac device

If you are using a Mac or PC, logging out of the Chrome web browser will help ensure that BHBL monitoring and web filtering software will cease to function on that computer:

1. If you are signed into the web browser with a BHBL account, you will see the user icon for that account in the top right corner of the browser window.
2. Click on the **user icon** and then select **Manage people**.
3. A new window will appear. Click on the icon that has **three dots stacked vertically**.



4. Click on **Remove person** twice. This will remove your BHBL account from the Chrome browser and remove the Chrome extensions for Securly and Hapara.

