



WE ARE:
GRACE:

GRACE System: Student Technology Use Parent Handbook

Revised: January 2022

GRACE Technology Overview

The use of technology throughout a child's school day enhances and supports the educational standards of our curriculum. GRACE uses the "Google Workspace for Education" platform for students and staff. All students enrolled in the GRACE System are assigned an email address that is used to access their Google account as needed in school or at home.

All students in grade 3 thru high school are provided with a Chromebook to be used throughout the day to complete learning activities. Teachers for preschool thru grade 2 utilize a variety of devices with students to support classroom learning as needed. Devices are generally assigned to the student and remain assigned to that student while enrolled at GRACE. Devices are intended to remain at the school location, and generally not transported off site. At the end of each school year, the devices are collected and stored at the GRACE school system.

The GRACE school system prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever educational path they choose. GRACE-issued technology devices are used to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Using technology in the classroom is vital to preparing GRACE students with the 21st Century skills they need to excel in our globally competitive world. Students who do not have access to technology outside of school will have accommodations made for them to ensure they are able to meet learning expectations.

GRACE Technology Curriculum

GRACE schools utilize two key sources for technology standards, the [Diocese of Green Bay](#) and the [International Society for Technology in Education \(ISTE\)](#). These standards are integrated throughout the curriculum.

Handbook Updates

This handbook may be updated, changed and modified at the sole discretion of GRACE Technology Services and GRACE Leadership teams. We will provide advance notice of any changes through regular school communication. Any changes to policy will be effective for the next school year.

Rights to equipment, software, data

GRACE System schools retain sole right of possession of technology devices used by students and staff.

GRACE System schools provide devices to students during the academic year and system-sponsored summer activities for educational purposes only. GRACE administrative staff and faculty retain the right to collect and/or inspect student devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware as needed.

GRACE Technology Services will maintain an inventory of all devices used by students including: serial number, asset tag code, name and ID number of the student assigned to the device.

Users of GRACE System technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on a device, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

There shall be no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the school. By using a device, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and GRACE Technology Services reserve the right to monitor activity on student devices via the Google Administrator Dashboard, device history, other security applications and GRACE staff observation.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by GRACE Technology Services. The device operating system updates itself automatically. Students do not need to manually update.

Google Chrome uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot; and includes virus protection.

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). The software helps monitor and provide protection for Internet activity when using GRACE assigned accounts at school. Parents/guardians are responsible for filtering and monitoring any internet connection students use when accessing their Google Accounts at home.

Software applications and extensions

Chrome devices seamlessly integrate with the Google Workspace for Education productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms).

All work is stored in the Google Workspace for Education cloud platform and is managed by GRACE Technology Services in the Google Administration Console.

An approved list of Chrome web apps and extensions are available for student use based on educational needs. School administration and staff may request student access to additional apps and extensions. The request will be reviewed by the GRACE Technology Services Team, and if approved, implemented by the GRACE Google Administrator.

Damage & Loss Policy

It shall be the responsibility of the student's parent/guardian to pay for any device or accessories damage not covered by warranty or normal wear and tear.

If a device is lost, stolen, or otherwise not returned to GRACE, the student's parents/guardian are responsible for the replacement cost.

A temporary device will be issued if repairs are needed. If loss or irreparable damage to the original issued device, an adequate replacement device will be assigned.

Student Use Expectations and Agreement

At the beginning of every school year, students have a classroom discussion about the expectations of using any technology issued by GRACE System.

Before receiving their assigned GRACE device, Gr. 3-8 students must agree to follow the expectations outlined in the **GRACE Student Technology User Agreement** by completing the electronic agreement form as directed by school site personnel for GRACE records. *A paper form may be completed in addition to the electronic form per building administration request.* Students are bound by this agreement and all other guidelines in this document wherever they use their Google Chrome account.

During the annual registration process, parents must acknowledge acceptance of this handbook and student user agreement for GRACE to allow their child(ren) use of a system-issued device.



GRACE Technology User Agreement (Student)

Before receipt of a GRACE issued device, please complete this agreement.

When using GRACE technology EQUIPMENT, I will ...

- Only use a school approved background and profile images.
- Use devices only when instructed by school staff.
- Close lid or turn off screen when not in use.
- Mute/Unmute sound as instructed and only use headphones when permitted by school staff.
- Keep track of assigned equipment at all times
- Be responsible with who is allowed to access my assigned equipment.
- Share classwork digitally with school staff to print.

_____ initials to agree to expectations

When accessing the INTERNET or PROGRAMS, I will ...

- Use my GRACE-assigned email account only.
- Browse the web for educational purposes only related to assigned classwork.
- Use system-approved applications, extensions or games when permission is granted based on school site expectations.
- Follow all copyright laws around using media including text, images, programs, music, and video.
- Avoid streaming music or viewing videos unless needed to complete assigned classwork.
- Be responsible for saving my digital work in the appropriate location for future access.

_____ initials to agree to expectations

To PROTECT and care for GRACE Equipment, I will ...

- Securely carry a device when moving from one area to another in a classroom (recommend 2 hands)
- Place the device in a case, close the zipper and carry it with a handle when moving throughout the building.
- Handle equipment carefully to avoid damage. (ei never throw, slide, put pressure on, place objects on top or inside)
- Keep food and liquids a safe distance away.
- Clean equipment on a regular basis using GRACE recommended procedures
- Avoid tampering with, modifying or removing any labels placed on equipment.
- Sign out and shutdown devices at the end of each day.
- Store and charge devices properly per guidelines from school staff.

_____ initials to agree to expectations

When using PERSONAL Devices during the school day, I will ...

- Follow the school site expectations for use.
- Keep in a backpack or locker unless permission is given by school staff.
- Be responsible for devices at all times, GRACE/school site is not held accountable for breakage or loss.
- Use my own data connection (school WiFi connection only with school staff permission for class use)

_____ initials to agree to expectations

To be a good DIGITAL CITIZEN, I will ...

- Respect Myself
 - select online names that are appropriate.
 - use caution using information, images, and other media online. (What I contribute leaves a digital footprint for all to see.)
 - carefully consider what personal information about my life, experiences, or relationships I post.
 - make sure all work I do online is well-written
 - act with integrity when interacting online. (What is inappropriate in the classroom is inappropriate online.)

_____ initials to agree to expectations

● Protect Myself

- make sure the information, images, and materials I post online will not put me at risk.
- never publish my personal details, contact information, or a schedule of my activities.
- report any inappropriate material or behavior I witness while online to school staff immediately.
- protect passwords, accounts, and resources.

_____ initials to agree to expectations

● Respect Others

- not use electronic connections to make fun of,, bully, harass, or stalk people.
- avoid sites that are degrading to others, pornographic, racist, or inappropriate.
- not access other people's passwords, accounts or files without their knowledge and permission.
- make sure that criticism (written or verbal) is constructive and not hurtful.

_____ initials to agree to expectations

● Protect Others

- report any inappropriate or abusive behavior towards others.
- avoid being a part of sharing or creating unacceptable materials and communications.

_____ initials to agree to expectations

● Respect Intellectual property

- request permission to use copyrighted or otherwise protected materials.
- acknowledge all primary sources and suitably cite all uses of websites, books, media, etc..
- validate information and abide by the fair use rules.
- do my own work or give credit to others for their work: *No Plagiarism.*
- never use someone else's identity.

_____ initials to agree to expectations

● Protect Intellectual Property.

- use available free and open source alternatives rather than pirating software.
- refrain from using or distributing music/media in a manner that violates copyright licensing.

_____ initials to agree to expectations

● **THINK** before doing anything online: Is it **True, Helpful, Inspiring, Necessary, Kind?**

- avoid posting anything I wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

_____ initials to agree to expectations

Negligence or purposeful MISUSE of any GRACE equipment/services ...

- Will have consequences set by the school site based on the seriousness of the act.
- May result in limited use or total loss of privileges.
- Any damage or loss is the responsibility of the assigned student, so I will always be mindful of expectations.
- Any illegal use will result in immediate parent contact and possible law enforcement involvement.

_____ initials to agree to expectations

Your signature indicates you have read and understand the Chromebook policies.

Student Name:	Grade:
Asset Tag # (white sticker): A020 _ _ _ _	
Student Signature:	Date: