

GRCS TECHNOLOGY RESPONSIBLE USE POLICY

PREAMBLE

Our world belongs to God. Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in contemporary society. The use of school provided technology is a privilege, not a right, and staff and students at Grand Rapids Christian Schools (GRCS) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of the GRCS community are expected to adhere to the policy as outlined below.

SCOPE

Individuals (“users”) covered by this policy include all authorized users including but not limited to staff, teachers, students, subcontractors and visitors. It includes all GRCS technology resources such as servers, desktops, laptops, tablets, printers, projectors, cameras, software, apps and internet access. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy to the use of GRCS technology resources both on GRCS campuses and off-site, including the use of personal devices when at GRCS sponsored activities.

RESPONSIBILITIES

- a. All users are expected to engage with GRCS technology resources in ways that are God-honoring, responsible, ethical, and legal. Use of technology resources must be in compliance with federal and state laws.
- b. As children of God created in His image, all users are expected to avoid unethical internet usage and inappropriate use of social media such as cyberbullying. Users should report such behaviors to GRCS staff.
- c. All users are required to use technology resources in accordance with the GRCS code of conduct in addition to any other relevant GRCS guidelines. Violations include but are not limited to harassment, defamation, threatening or discriminatory behavior, and accessing obscene material.
- d. Plagiarism and copyright infringement through technology resources is strictly prohibited.
- e. Attempted or actual modification of restrictions or protections without authorization from technology staff is strictly prohibited.
- f. Users are permitted to download and install relevant and appropriately licensed programs provided they have received approval from technology staff.
- g. Unsolicited mailings (e.g. spam, forwards) are prohibited.
- h. Business activities, such as advertising or buying and selling of goods and services using GRCS technology resources are prohibited.
- i. Users agree to take reasonable precautions, to maintain and to protect GRCS technology resources. Users agree to abide by care instructions as outlined in any guides, manuals or verbal instructions that come with technology resources given by technology staff.
- j. Users agree never to attempt to damage, destroy or otherwise physically abuse GRCS technology resources.
- k. Users agree to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. not streaming music, not monopolizing printers, etc).
- l. Users agree never to connect unapproved devices to the GRCS network.
- m. Users agree not to hold GRCS liable for losses or damages incurred by failure or malfunction of technology resources.
- n. Any damage to or malfunction of technology resources, whether accidental or not, is to be reported promptly and with full disclosure to technology staff.

SAFETY AND PRIVACY CONSIDERATIONS

- a. Users agree to use only approved logins to access accounts and to keep their own login information secure.
- b. Users agree not to share any GRCS login/account data with any person or organization unless approved or requested by administration or technology staff.

- c. Users agree to protect and maintain their accounts by logging out or locking the computer. Users will monitor and report unusual activity on their technology resources.
- d. Users agree not to access, modify, or destroy other users' information.
- e. Users agree not to allow use of GRCS technology resources by unauthorized persons such as family and friends.
- f. GRCS will provide education and training to students on (1) safe and appropriate online behavior, such as interacting with other individuals on social networking sites, and (2) cyber-bullying awareness and responses.
- g. Users agree that all electronic files stored on school resources, including e-mail messages, are property of GRCS.
- h. Users agree that GRCS administration and technology staff reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.
- i. Users understand and agree that GRCS has implemented technology measures that block/filter internet access to visual images that are obscene, illegal or otherwise harmful to minors. Users (and their parent/guardians) are nevertheless advised that users may gain access to unauthorized websites, and GRCS cannot guarantee that users will not access websites that they (or their parents/guardians) would find inappropriate, offensive, objectionable or controversial. Users (and their parents/guardians) agree not to hold GRCS liable for any such material that they may find as a result of using GRCS's technology resources.
- j. To promote student safety and ensure compliance with this policy, internet, network and other technology-related activities will be monitored or restricted using filtering, passive supervision technologies and periodic checks by technology staff.

DISCIPLINARY ACTION

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by GRCS administration.