

GRAND RAPIDS CHRISTIAN SCHOOLS TECHNOLOGY HANDBOOK

Grand Rapids Christian Schools

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TEACHING AND LEARNING WITH TECHNOLOGY

VISION

The evolution and dynamics of technology has made a tremendous impact on our daily lives. Technology empowers productivity, promotes efficiencies, and creates opportunities for transforming learning. Technology has become a vehicle to help us in our journey of providing collaborative, data-informed instruction, adapting learning experiences to meet the needs of all learners. Our technology-rich learning environment allows us to transform our approaches to instruction and learning. Our vision for technology is to provide staff and students access to a variety of technologies that will enable them to cultivate an environment where staff and students learn, collaborate, create and innovate together.

MISSION

The mission statement at Grand Rapids Christian Schools is to prepare students to be effective servants of Christ in contemporary society. Technology is a powerful, transformational tool that assists in helping us meet our mission statement. Technology is an integral part of our teaching and learning practices allowing us to transform, support and enhance our curriculum and communication. Technology is an integral part of the GRCS education program, which recognizes and values the uniqueness of each learner, equipping them with tools for research, design, analysis, composition, and communication while teachers serve as facilitators of instruction, mentors, and coaches.

EDUCATIONAL TECHNOLOGY GOALS

All computers, tablets, cameras, and related hardware, software, and accessories are GRCS property, and their use must be in accordance with all related GRCS policies including the GRCS Responsible Use of Technology Policy. With privilege comes responsibility, and as a condition of use, students and parents will sign a Technology Contract and Consent form and comply with and agree with the contents of this technology guide.

1. Utilize available technology resources to support our mission to prepare students to be effective servants of Christ in contemporary society.
2. Develop technology skills such as digital literacy, inventive thinking, effective communication, and creative productivity that assist in increasing student achievement and allowing learning to extend beyond the walls of Grand Rapids Christian Schools.
3. Create an environment for all learners that support diverse learning styles creating a culture in which we can learn and innovate together.

GRCS ELEMENTARY TECHNOLOGY AGREEMENT FOR PARENTS -SIGNED DURING ENROLLMENT-

The Grand Rapids Christian Schools (GRCS) mission statement is to “prepare students to be effective servants of Christ in contemporary society”. GRCS is committed to the use of technology to help meet this goal. By teaming the power of technology with the power of skillful teachers, we can realize an optimal environment for learning. Technology is an integral part of the GRCS education program, which recognizes and values the uniqueness of each learner, equipping them with tools for research, design, analysis, composition, and communication while teachers serve as facilitators of instruction, mentors, and coaches.

The [GRCS Responsible Use Policy](#) is a guide designed to ensure that our technology is used in a responsible, ethical, and legal manner, and aligns with the expectations of the Child Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA).

As we incorporate digital tools into learning experiences for content creation, communication, collaboration, and information management, we find that it is not uncommon for online resources to gather data from users for marketing and other purposes. Because of this, we are required to have parents give permission to allow their child, under the age of 13, to use online apps and services. While a new tool may be implemented mid-year, the tools we currently use and their privacy policies are listed below. It is our goal to teach students safe and responsible practices when using online tools, and we teach the students not to use personal identifiers when posting work online.

Application	Application Privacy Policy	Application	Application Privacy Policy
Clever	Clever Privacy Policy	Osmo	Osmo Privacy Policy
CodeSpark	CodeSpark Privacy Policy	Prodigy	Prodigy Privacy Policy
Destiny Discover	Destiny Discover Privacy Policy	Reading Horizons	Reading Horizons Privacy Policy
Epic	Epic Privacy Policy	Scratch	Scratch Privacy Policy
Flip	Flip Privacy Policy	Scratch Jr.	Scratch Jr. Privacy Policy
Google Workspace	Google Workspace for Education Privacy Policy	Stop Motion	Stop Motion Privacy Policy
Happy Numbers	Happy Numbers Privacy Policy	SeeSaw	SeeSaw Privacy Policy
IXL	IXL Privacy Policy	Teach Your Monster	Teach Your Monster Privacy Policy
Kodable	Kodable Privacy Policy	XtraMath	XtraMath Privacy Policy
MakeWonder	MakeWonder Privacy Policy		

Parent/Guardian permission is given for my student to log on and use online apps and services to create and store content that are pre-selected by GRCS staff members and listed on the [GRCS Instructional Technology website](#). I understand that my child will be expected to use the accounts in accordance with school rules outlined in the [GRCS Responsible Use Policy](#).

Questions can be addressed to:

Sheila VanderWoude, GRCS Director of Technology
 Chris McWhertor, GRCS-IR Technology Integration Specialist
 Emily Kouri, Media Inquiry Specialist
 Jackie DenOuden, RCS Media & Technology Integration Specialist

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ekouri@grcs.org
jdenuoden@grcs.org

GRCS SECONDARY TECHNOLOGY AGREEMENT FOR PARENTS -SIGNED DURING ENROLLMENT-

The Grand Rapids Christian Schools (GRCS) mission statement is to “prepare students to be effective servants of Christ in contemporary society”. GRCS is committed to the use of technology to help meet this goal. By teaming the power of technology with the power of skillful teachers, we can realize an optimal environment for learning. Technology is an integral part of the GRCS education program, which recognizes and values the uniqueness of each learner, equipping them with tools for research, design, analysis, composition, and communication while teachers serve as facilitators of instruction, mentors, and coaches.

The [GRCS Responsible Use Policy](#) is a guide designed to ensure that our technology is used in a responsible, ethical, and legal manner, and aligns with the expectations of the Child Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA). Before receiving the school device, students sign the [Secondary Student Technology Agreement](#) agreeing that they will use the technology in God-honoring, responsible, ethical and legal ways as children of God created in His image and will abide by the [GRCS Responsible Use Policy](#).

Terms of Agreement:

- Our family is financially responsible for the replacement or repair costs if the school-issued device or accessories are lost, stolen, or sustain damage due to accident, neglect, or abuse following the guidelines in the [GRCHS Incident Policy](#).
- Internet filtering is set up on the school-issued devices. Because internet filtering technologies are never 100% effective, we acknowledge that we will not hold GRCS liable for material accessed that is inappropriate, offensive, objectionable, or controversial as a result of using GRCS devices.
- My child may login and use online apps and services such as Google Workspace for Education to create and store content that is pre-selected by GRCS staff and listed on the [GRCS Instructional Technology website](#) in accordance with school rules outlined in the [GRCS Responsible Use Policy](#).
- Violating the [GRCS Responsible Use Policy](#) or having multiple incidents with the school issued device may result in loss of take-home privileges, restrictions on device use, and/or other disciplinary actions.

I have reviewed the Technology Agreement, and I understand the responsibilities and guidelines when using the school-issued device.

Questions can be addressed to:

Sheila VanderWoude, GRCS Director of Technology

Renae Hurtman, GRCHS Help Desk Specialist

Jon Haaksma, GRCMS Technology Integration Specialist

Jackie DenOuden, RCS Media & Technology Integration Specialist

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GRCS SECONDARY TECHNOLOGY AGREEMENT FOR STUDENTS -SIGNED AT DEVICE PICKUP TIME-

The Grand Rapids Christian Schools (GRCS) mission statement is to “prepare students to be effective servants of Christ in contemporary society”. GRCS is committed to the use of technology to help meet this goal. Technology is an integral part of the GRCS education program, which recognizes and values the uniqueness of each learner, equipping them with tools for research, design, analysis, composition, and communication while teachers serve as facilitators of instruction, mentors, and coaches.

The [GRCS Responsible Use Policy](#) is a guide designed to ensure that our technology is used in a responsible, ethical, and legal manner, and aligns with the expectations of the Child Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA). When receiving the school device, students will sign this agreement acknowledging that they will use the technology device in God-honoring, responsible, ethical, and legal ways as children of God created in His image and will abide by the [Responsible Use Policy](#).

I understand and agree to each of the following:

Usage

1. I will engage with GRCS technology resources in ways that are God-honoring, responsible, ethical, and legal.
2. I will respect and encourage others online through words and media, use language honoring God in online communications, and avoid unethical internet usage and inappropriate use of social media for things such as cyberbullying, defamation, threatening or discriminatory behavior, and accessing obscene material.
3. I will use school technologies at appropriate times, in appropriate places, and for school-related work. Personal activities such as gaming, will be preserved for home activities on my personal device.
4. I will create original work by abiding by applicable copyright laws and licenses as they apply to music, videos, games, images, texts, and other media.
5. I will refrain from email spamming, chain letters, and hoaxes.
6. I will respect the school device setup restrictions and protections and not attempt modifications.
7. I will respect technology resources in ways that do not detrimentally affect other users such as excessive use of network bandwidth for streaming audio and video, gaming, and printing resources.
8. I will protect the GRCS network by not attempting to connect unapproved devices, circumventing network security measures, attempting to access restricted portions of the network, or trying to compromise network resources.

Privacy

9. I will respect the privacy of user accounts.
10. I will seek permission when recording audio or video.

Care

11. I will always keep the school issued device in a case, keep liquids away from the device, and will not add to nor remove device labels.
12. I will protect GRCS technology equipment and resources from damage and theft, and fully disclose to technology staff in a timely manner if there is a malfunction or damage to equipment.

Violating the [GRCS Responsible Use Policy](#) or having multiple incidents with the school issued device may result in loss of take-home privileges, restrictions on device use, and/or other disciplinary actions.

My family is financially responsible for the replacement or repair costs if the school-issued device or accessories are lost, stolen, or sustain damage due to accident, neglect, or abuse following the guidelines in the incident policy as defined on the [GRCS Instructional Technology website](#). Example costs:

- a. Loss of power supply parts: iPad: Power adapter (\$19) and cable (\$19), Laptop: Freshman-Junior charging block (\$39) and cable (\$19), Senior charging block (\$65) and AC wall plug (\$10).
- b. Replacement of broken or non-functioning parts such as a broken screen: Additional fee up to \$200
- c. Replacement costs due to loss, theft (police report required), or excessive damage such as a liquid spill: Additional fee up to \$500.

GRAND RAPIDS CHRISTIAN FIFTH THROUGH EIGHTH GRADE DEVICE INCIDENT POLICY

STUDENT STEWARDSHIP

Students are expected to take care of their school-issued devices. Staff and parents are asked to intervene if they witness behavior by students that reflects an inappropriate use of technology. The Grand Rapids Christian School [Responsible Use Policy](#), Technology Handbook including proper care of the iPad, and other documentation can be found at www.grcs.org > Academics > Our Programs > Instructional Technology.

MAINTENANCE AND SUPPORT

Grand Rapids Christian Schools assesses a student technology fee for 5th – 8th grade students. With this fee, students receive the use of an iPad during the school year. Covered with this fee are minor repairs such as headphone, microphone, camera, speaker, and charging port parts. Potential additional costs include, but are not limited to:

1. Lost or damaged power supply parts: \$19 for the charging block and \$19 for the charging cable
2. Lost Logitech crayon: \$49
3. Replacement of a broken screen: Up to \$100
4. Replacement of a device due to loss, theft, or excessive damage: Up to \$350 which includes warranty, case, charger/cable, and crayon

Students who incur three or more repairs in a year period will be responsible for the full repair/replacement cost.

Students are required to report any incidents with their devices to their school Learning Commons staff in a timely manner. Technology staff will review incidents where accident, neglect, or abuse is the cause, and what additional costs may need to be assessed. Damage will be photographed for record keeping purposes. If additional costs are assessed, families will be billed and payment will be expected within 30 days. If payment is not received or if students have multiple incidents in a school year, access to the school device will be restricted.

CONTACT INFORMATION

Questions regarding this policy should be directed to the appropriate person below:

GRCS Director of Technology Sheila VanderWoude svanderwoude@grcs.org
GRCMS Principal Sara Seth sseth@grcs.org
GRCMS Technology Integration Specialist Jon Haaksma..... jhaaksma@grcs.org
RCS Principal Ben Buursma..... bbuursma@grcs.org
RCS Technology Integration Specialist Jackie DenOuden..... jdenouden@grcs.org
Evergreen Principal Graham Schultze..... gschultze@grcs.org
Evergreen Media Integration Specialist..... Emily Kouri ekouri@grcs.org

GRAND RAPIDS CHRISTIAN HIGH SCHOOL LAPTOP INCIDENT POLICY

STUDENT STEWARDSHIP

Students are expected to take care of their school-issued laptops. Staff and parents are asked to intervene if they witness behavior by students that reflects an inappropriate use of technology. The Grand Rapids Christian School [Responsible Use Policy](#), [Laptop Handout](#) including proper care of the laptop, and other documentation can be found at www.grcs.org > Academics > Our Programs > Instructional Technology.

MAINTENANCE AND SUPPORT

Grand Rapids Christian Schools assesses a student technology fee for 9th – 12th grade students. With this fee, students receive the use of a laptop during the school year. Covered with this fee are minor repairs such as headphone, keyboard, and trackpad parts. Potential additional costs include, but are not limited to:

1. Lost or damaged power supply parts: \$58 (charging block and cable) for freshman – juniors, \$75 (charging block and AC wall plug) for seniors
2. Deep exterior dents: \$75 for one corner and \$25 for each additional corner
3. Replacement of broken or non-functioning parts such as a broken screen: Additional fee up to \$200
4. Replacement costs due to loss, theft (police report required), or excessive damage such as a liquid spill: Additional fee up to \$500

Students who incur three or more repairs in a year period will be responsible for the full repair/replacement cost.

Students are required to report any incidents with their devices to their school Learning Commons staff in a timely manner. A broken laptop submitted at the close of the school year will still be assessed a bill for repair costs if applicable. Technology staff will review incidents where accident, neglect, or abuse is the cause, and what additional costs may need to be assessed. Damage will be photographed for record keeping purposes. If additional costs are assessed, families will be billed and payment will be expected within 30 days. If payment is not received or if students have multiple incidents in a school year, access to the school device will be restricted.

CONTACT INFORMATION

Questions regarding this policy should be directed to the appropriate person below:

GRCS Director of Technology Sheila VanderWoude svanderwoude@grcs.org
GRCHS Principal Brad Mockabee bmockabee@grcs.org
GRCHS Dean of Students Elizabeth Hoving ehoving@grcs.org
GRCHS Help Desk Specialist Renae Hurtman rhurtman@grcs.org

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, ipads, 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.

Policy reviewed and approved by the Board of Trustees

GR_DOCS 1809291v1

Revised June 2014

GOOGLE WORKSPACE FOR EDUCATION

Google Workspace for Education offers an ad-free set of tools that enable teachers and students to collaborate and communicate efficiently. It includes tools such as Google Drive, Calendar, Sites, YouTube and Gmail. GRCS staff utilizes and encourages the use of these tools as effective and efficient ways to improve collaboration and communication supporting teaching and learning.

LOGIN INSTRUCTIONS

Google accounts can be accessed from any Google page or by logging in to the account at <http://eaglenet.grcs.org> and navigating to the Gmail or Google Drive tile. GRCS account naming convention is a students' **two**-digit graduation year followed by the last name followed by the first two letters of the first name. Email addresses are followed with the extension @grchristian.org. Example:

- Student name: Sally Doe
- Student high school graduation year: 2029
- Student email address would be: 29doesa@grchristian.org

OPPORTUNITIES/PRIVILEGES

GRCS Students enrolled in kindergarten through grade twelve are assigned a Google Workspace for Education account. Students in the lower grades do not use Gmail. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the student will be referred to the building principal for further investigation.

RESPONSIBILITIES

1. Students must adhere to the [GRCS Responsible Use of Technology Policy](#).
2. Student conduct should always show respect for others, respect for GRCS resources and beliefs, and should represent our lives as Christians.
3. GRCS does not guarantee the security of electronic files located on the Google mail system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information.
4. Privacy:
 - a. Files stored on school resources, including email messages, are considered property of GRCS.
 - b. GRCS reserves the right to inspect files stored on school resources for conformity with its policies, licensing standards and state or federal law.

DEVICE USER RESPONSIBILITIES

GENERAL USE

- Users are responsible for the device (and other loaned electronic equipment) and are expected to treat it with care and respect
- Users are expected to always bring their **fully charged** device to school each day.

MAINTENANCE

- The devices are school property and must be surrendered:
 - At the discretion of GRCS staff
 - At the conclusion of each academic school year
 - Upon withdrawal from GRCS.
- Any malfunction or damage should be promptly reported to tech staff.
- Users may not install or repair hardware on the device.

ETHICAL AND APPROPRIATE USE

- Users are expected to abide by the GRCS Responsible Use of Technology Policy and follow all local, state and federal laws whenever using the device.
- Users will use the device to facilitate educational experiences that are consistent with GRCS curriculum and programs.
- Users may use GRCS devices for limited personal purposes that do not conflict with educational purposes.

DAMAGE/THEFT/LOSS

- Users are expected to protect school devices from damage, theft, or loss and to promptly report issues to tech staff.
- Replacement parts due to damage, theft, or loss must be purchased through the GRCS IT department.

- Refer to the GRCS Device Incident Policy found at www.grcs.org

SOFTWARE

- Users may not install software or change the system configuration including network settings.
- All district devices will be pre-loaded with standard software as determined by the GRCS technology department.
- Users are strictly prohibited from duplicating district software and installing it on another computer.
- Users will respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example: it is a violation
 - To make more copies of licensed software than the license allows
 - To download, use or distribute pirated software.

FILE SECURITY/SAFETY

- Users must consider that every effort is made to ensure that file folders and Google accounts are secure, but GRCS does not in any way guarantee the security of this data.
- The devices are school property, and must be surrendered anytime at the discretion of GRCS staff. It is important that all data from the hard drive, both personal and school-related, is backed up to another location such as the school server or a cloud-based service such as Google.
- Users should keep the amount of data stored on the device to a minimum.

PROPER CARE OF A LAPTOP

DAILY CARE

- Keep all food and liquids away from the laptop.
- Close the laptop lid, and return it to its case before carrying it anywhere.
- Users should take care when shutting down and closing the lid of laptops to ensure that nothing (pens/pencils and other items) is left lying on top of the laptop surface; this may result in damage that is not covered by warranties.
- Objects such as books, sports equipment, and musical instruments should never be placed on top of the laptop.
- Use the laptop on a flat, stable surface; using a laptop on soft items such as pillows and blankets can cause the laptop to overheat.
- Cords and cables must be inserted carefully into the laptop. To prevent damage, grasp the plug for insertion and removal rather than the cord.
- Keep the laptop and cords away from very young children and pets.
- Extreme temperatures or sudden changes in temperature can damage a laptop; if exposed to extreme temperatures, allow the laptop to acclimate to room temperature before starting. Laptops work best when used in temperatures between 35 and 90 degrees.

MAINTENANCE AND REPAIR

- Users should not attempt to repair the laptop; GRCS tech staff will be responsible for determining repairs necessary.
- Avoid touching the screen; when cleaning is necessary:
 - Only use designated screen cleaners with a soft cloth such as a microfiber cloth and spray the cloth, not the laptop
 - Or bring it to the Help Desk staff for cleaning.

- Laptops and their cases should not be defaced in any way (adhesive stickers, drawings, engravings, etc.).

SECURITY

- You are the only person who may use the school issued laptop and/or GRCS related equipment and accessories.
- When not personally attending the laptop, secure it with a lock or store it in a secure location.
- Do NOT leave a laptop in an unattended unlocked vehicle, even if the vehicle is in a driveway or garage:
 - Never leave the laptop in plain sight. The best place to store it in a car is in a locked trunk; if there is no trunk, cover it and lock the car doors.
 - If attending a school-sponsored activity, be sure to ask the coach or adult in charge where to leave the laptop so that it is secure.

PROPER CARE OF AN IPAD

DAILY CARE

- iPads should be kept away from food and drinks.
- iPads must be left in their provided protective case.
- While an iPad is scratch resistant, the iPad will scratch. Avoid using sharp objects on or near the iPad.
- iPads should not be exposed to long-term extremes in temperature or to direct sunlight.
- iPads should not be slid nor thrown.
- Cords and cables must be inserted carefully into the iPad. To prevent damage, grasp the plug for insertion and removal rather than the cord.

SECURITY

- You are the only person who may use the school issued iPad and/or GRCS related equipment and accessories.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.

MAINTENANCE AND REPAIR

- Clean the screen with a soft, dry cloth or anti-static cloth; no cleansers of any type. The iPad can be cleaned with a soft, slightly water-dampened, lint free cloth if wiping it with just a cloth doesn't remove spots. Avoid getting moisture in the openings.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of GRCS.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Screen care:
 - Do not lean on the top of the iPad when it is closed.
 - Do not place anything near the iPad that could put pressure on the screen.
 - Do not stack anything on the iPad.
 - Do not place anything in the carrying case such as paper or pencils that will press against the cover.
 - Do not bump the iPad against hard objects such as walls, doors, lockers, floors, etc. as it will eventually break the screen.

TECHNOLOGY DEVICE FREQUENTLY ASKED QUESTIONS FOR GRADES 5 – 12

ACCESSORIES

Do I need to purchase any additional items for the iPad at GRCMS or at RCMS?

- Yes, you will need earbuds. One case for the 4 years of use is provided.
- Optional: You may purchase an external keyboard, keyboard case, or case of your choice. If purchasing a keyboard case, know that the 8th grade iPads are a 7th generation iPad, the 7th grade iPads are 8th, generation, the 6th grade iPads are 8^{9th} generation, and the 5th grade iPads are 10th generation.

Do I need to purchase any additional items for the school-issued laptop if I am going to GRCHS?

- Yes, students are required to have a laptop carrying case, a protective sleeve, or a backpack with a padded laptop section. The MacBook Airs are 13.3”.
- Optional purchases: earbuds, mouse, and/or a flash drive.

BATTERIES

What is the policy on uncharged batteries?

- Students should come to school with batteries **fully** charged.

DISTRIBUTION

When will I receive my school device?

- Distribution location and timing will vary per building; information regarding the exact times and dates will be communicated to families during the summer months.

COSTS

What are the costs associated with damage, loss, or theft?

- Repair and replacement costs will fluctuate, but this table of costs, current as of March 2023, can be used as a baseline for repair and replacement costs:

MacBook Parts	Average Cost	iPad Parts	Average Cost
MacBook Air with Warranty	\$1000	iPad with Warranty	\$550
Logic Board	\$600	Logic Board	\$180
LCD Panel (Screen)	\$480	LCD	\$240
Battery	\$130	Glass	\$150
Trackpad	\$120	Battery	\$100
Upper Case with Keyboard	\$160	Charging Port	\$90
Bottom Case	\$60	Headphone Jack	\$60
Laptop Power Adapter	\$65	iPad Charging Cable	\$19
Laptop Wall Plug (Duckhead)	\$10	iPad Charging Block	\$19

How much do I have to pay if I damage my device?

- The student fee assessed at enrollment covers wear and tear and minor repairs. Major repairs will incur a deductible based on the repair cost. These costs are outlined in the incident policies noted earlier in the handbook.

FILE ACCESS AND STORAGE

How do I save files outside the school network so I can access them at school?

- Saving files to Google Drive will allow you access to those files from any location with Wi-Fi.

What is my responsibility in protecting data?

- Students are responsible for backing up their data to another location; backing up to Google Drive is recommended.

INTERNET ACCESS

May I access the internet on the GRCS device outside the school network?

- Yes, it is important to know that outside of the school network, the school's filtering system is in place but at a less restrictive level. Some categories such as social networks and email sites will be available to students after school hours at the appropriate age level.

LOANER DEVICE

How does the Loaner Pool work?

- A loaner device will be available for students at the Help Desk should their device need repair. We cannot guarantee the length of time for repair. There is no charge for the use of the loaner machine while repairs are in progress.

What happens if I forget or do not bring the device to school with me?

- You will miss a day of use. Loaners are only for software/hardware problems, not for forgotten or not fully charged devices. Some schools will allow you to use a loaner in the learning commons for a class period.

LOGGING IN

How do I login off-site and outside of the school network?

- As long as you have logged into the device while connected to the GRCS network once, you will use that login to access the computer anywhere else.

OWNERSHIP

Will I own the device?

- Because the software is licensed to Grand Rapids Christian Schools and to ensure the negotiated pricing of warranty repairs, the school maintains ownership.

May I use my own device instead of the school-issued device?

- No. Many things are included with the school-issued device that would not be on a privately-owned machine:
 - Licensing for the required educational software.
 - An extended warranty.
 - Network security and software that filters the content for virus protection and content material.
 - Specifications that support curriculum and are network compatible.
 - Identical systems that support our educational program curriculum.

- Operating system that is compatible with the school network.

Do I have to bring my school-issued device to school each day?

- Yes. Students should bring their device fully charged and operational. If there is an issue that requires attention, the student should bring their device to the Help Desk as soon as possible.

PERSONAL USE

May I remove the tags and labels on the school device and decorate it to fit my personality?

- All tags that come on the device and that GRCS adds to the device must remain on the device.
- Permanent decoration of the device or case is not permitted and you will be charged for damage done.

May I use the device for personal use outside of school?

- GRCS purchased the devices for educational reasons, but recognizes having such a valuable tool available means you will want to occasionally use the device for personal use. Use of the device for personal reasons is permitted provided that it does not interfere with educational needs and that the student uses the device in a responsible manner that complies with GRCS policies. Educational use of the devices must always take priority over personal use.
- The GRCS device is not a replacement for a home computer. Family members are not allowed to use your school-issued device.
- The devices are school property and must be surrendered anytime at the discretion of GRCS staff.

May I install my own software on the device?

- No. Users must not attempt to install software or change the system configuration including network settings without prior consultation with GRCS Tech Staff.

Will I be able to have my device at home during summer?

- The device remains at school for cleaning, testing, repair, and updating during the summer. Students will be assessed a late fee for devices turned in late.

PRINTING

How do I print using my home printer?

- It is possible to print to most home printers. To set up a printer, go to Self Service to Printer Management. Click Allow on the Allow students to add non-GRCS printer.

SAFETY AND FILTERING

Is my child protected from internet content that is harmful?

- GRCS students have monitored access (using electronic filtering and direct supervision) to the internet.
- Outside of the school network, the same filtering system is in place but is less restrictive. Some categories, such as social networks and email sites, will be age-appropriately be unblocked after school.
- Filtering technologies are never 100% effective. Users agree not to hold GRCS liable for material they may find offensive as a result of use of GRCS technology resources. Filtering does not

work well for YouTube or Google Images, so extra monitoring is advised when a student is using these resources.

Are any steps being taken or software being installed to help the teachers protect against misuse during class time?

- Teachers have access to an application that allows for direct remote monitoring of student systems while they are connected to our network. Teachers also have the ability to restrict a student's choice of available programs. These systems are meant to augment rather than replace sound classroom management.

TECH SUPPORT

What is the tech support for the 1:1 Student Device Program?

- The first line of Tech Support is available at each building's Help Desk. Repairs that can be performed on the spot will be, while repairs requiring a longer time period will require the student to fill out a Help Desk ticket. A loaner computer will be available, should a school device need to be retained.

THEFT OR LOSS

What happens if I lose the device assigned to me or if it is stolen?

- You are financially responsible for the repair or replacement costs if your school-issued device is lost, stolen or sustains damage. In the case of theft, a police report must be provided. Families are encouraged to add the school technology device to their home owner's or renter's policy if their carrier allows it.

TROUBLESHOOTING

Are there any general things to do if I am having problems with the device?

- Follow these general trouble shooting steps:
 - Check to see if the device's wireless is turned on and connected to the correct network (at school, choose the GRCS_A wireless network and NOT the GRCS_Guest network.)
 - Restart your device.
 - On a laptop, if force quitting does not reboot the computer, you may attempt to reboot by holding down the power button for 5-10 seconds until you hear the device power off, and then press the power button again to restart the device.
 - Ask a classmate, a friend, or someone else for help.
 - Bring the device to your building's Help Desk
 - The device will be evaluated by the Help Desk staff.
 - If the problem cannot be fixed within a short time frame, you will be issued a spare device to use.

VIRUSES

What do I do if I think my device has a virus?

- It is important to know that current filtering technologies are never 100% effective. While our system is robust, there is still no better protection than a vigilant user. If it is suspected that a virus has infected the device, the student should bring their system to the Help Desk as

soon as possible, where, more than likely, the device will be reimaged.

WIRELESS

Are there any areas in the school where the devices cannot be used and where is wireless access available?

- Currently we envision no restrictions on the "where" of device use with obvious exceptions such as bathrooms, locker rooms, i.e. areas where there is a reasonable expectation of privacy. Teachers will determine the use patterns in their individual classrooms. Wireless access is available anywhere in the building.