GRAND RAPIDS CHRISTIAN SCHOOLS
TECHNOLOGY RESPONSIBLE USE POLICY

Preamble

Technology resources are powerful tools, and teamed with skillful staff, can be used to 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.

Scope

All authorized users covered by this policy include, but are not limited to staff, teachers, students, subcontractors, and visitors. The policy 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.

Staff and Student Commitments

In order to facilitate a safe and functional Christian educational environment when using technology, members of the GRCS community are expected to adhere to our core values anchored in the 3 C's - **Christ**, **Community**, and **Commitment**. These three enduring pillars are our firm foundation, unifying lens, and cultural framework guiding us collectively and individually. The 3 C's challenge us to keep God first in everything, love our neighbors as ourselves, and personally commit to leading lives of purpose.

Christ - *We are rooted in Christ (Deuteronomy 6:6-9).*

- I will use school technologies and internet communication tools in ways that are God-honoring, responsible, ethical, legal, and in compliance with federal and state laws.
- I am an image bearer of God and will represent Him with honest and ethical internet and social media usage as outlined in the technology contracts.

Community - *We are better together (Philippians 2:3-5).*

- I will practice being a digital citizen as a user of information and technology in safe, legal, and responsible ways.
  - I will show respect for myself and others:
    - Being mindful of differing perspectives, values, and feelings.
    - Being kind and avoiding the use of technologies to bully, tease, gossip, or harass others (Ephesians 4:29).
    - Thinking about the words and images I post knowing that they can be interpreted as representations of myself, my family, my school, my community, and my God.
    - Seeking permission before taking photos or recordings of staff or students or posting them online.
    - Refraining from impersonating others.
  - I will notify a trusted adult if I see something inappropriate online.
  - I will practice maintaining a healthy balance between online and offline activities in my daily life.

- I will practice academic integrity:
  - Critically evaluating online information for bias, misinformation, and inaccuracies and will cross-reference content with trusted sources.
  - Providing credit to the creators of content I use that is not my own, recognizing that not properly citing my sources of information is plagiarism and a form of cheating.
  - Creating appropriate content that is not harmful or misleading.
  - Adhering to these same expectations when using generative AI resources and tools.

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Commitment - *We lead lives of purpose (I Peter 4:10).*

- I will use school technologies at appropriate times, in appropriate places, and for school-related work.
- I will respect the privacy and security of myself and others by not sharing private, sensitive, or confidential information without prior authorization on websites, software, or in artificial intelligence (AI) tools.
- I will be stewardly using my gifts and managing resources to further God's kingdom recognizing that GRCS technology use is a privilege and intended for school-related purposes by:
  - Taking reasonable precautions to care for, maintain, and protect school technologies and promptly reporting any damage to technology staff.
  - Keeping my login information secure.
  - Respecting the district network's security measures and not attempting to modify any restrictions or protections, not connecting unapproved devices to the GRCS network, and not downloading apps or content I don't have permission to access.
  - Being stewardly with GRCS technology resources such as file storage capacity, printing, and not using programs/websites that negatively affect our bandwidth.
  - Acknowledging that all electronic files stored on school resources, including emails, are the property of GRCS, and I am responsible for backing up my own files.
  - Recognizing that the technology belongs to GRCS and should not be used to send unsolicited mailings, distribute destructive programs, play games, or for personal businesses.

Safety and Privacy Considerations

- GRCS makes every effort to protect staff and students from exposure to Internet materials that are harmful or explicit.
- GRCS provides internet content filtering both on and off campus in addition to staff actively monitoring students when they are using technology.
- GRCS teachers will allow age-appropriate usage of generative AI articulating why and when students may use it.
- GRCS vets software and websites for privacy and security including an approved list of applications, services, and AI tools that align with our data privacy standards.

Disciplinary Action

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

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