



# *Gaarde Christian School*

## *Technology Policy & Procedures*

At Gaarde Christian School (GCS), we believe that the use of technology, and access to available technology, integrated throughout our program of instruction, will help prepare our students for their future. The use of technology will allow our students to collect, analyze, consider and communicate ideas and information from an enormous pool of available resources through a properly filtered web-access. Through effective planning, our classroom teachers will help guide our students in the analysis, synthesis and evaluation through a “*Christian World View*” of this vast store of information and help them apply it to complex and practical real-world problems in the classroom. It is our desire to maintain a rigorous traditional educational experience and high expectations as we further integrate with this new technology. Technology is a tool and is not meant as a substitute for traditional teacher student environment, but rather an enhancement.

All Gaarde Christian middle school students will be issued a Chromebook at the beginning of the school year. All K-5<sup>th</sup> grade students will use Chromebooks from the Tech Lab. Students and parents will be required to sign that they have read the “Technology Policy and Procedures” and sign the pledge agreement for the use of Chromebooks. The policies and procedures covered in this document are not “*all inclusive*”, neither are they applicable to all grade levels. Policies and procedures are subject to review. We ask that you familiarize yourselves with the content of this policy document and follow the guidelines closely in the use of the school’s Chromebook equipment.

We are excited about this opportunity to enhance learning at GCS and to help us prepare students to function effectively in a technology driven world.

Gaarde Christian Administration

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## 1 RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed at the beginning of the school year to the middle school students. K-5<sup>th</sup> grade students will use a mobile technology lab. Parents & students must sign and return the “Technology Policy and Procedures” Agreement before a Chromebook can be issued to a student. Chromebooks will be collected at the end of each school year for maintenance, cleaning and application installations.

## 2 TAKING CARE OF TECHNOLOGY

Students are responsible for the general care of the Chromebook issued by the school. A Chromebook that is broken or fails to work properly must be taken to the classroom teacher with a written explanation of the failure issue, and if broken, how the Chromebook was broken.

### 2.1 General Precautions

- No food or drink is allowed in close proximity to the Chromebook while it is in use.
- Chromebooks should be closed before moving to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of GCS. All GCS and Chromebook identification labels and markings must remain on the Chromebook.
- Chromebooks must never be left unsupervised.
- Students are responsible for placing their Chromebook in the lock-up safe slot assigned. They must keep their Chromebook’s battery charged for school each day.

### 2.2 Carrying Chromebooks

- Students will need to make every effort to consider the care of the Chromebook in transporting it from room to room or back to its storage location.

### 2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or place books on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with the cleaning cloth that the classroom teacher provides.

## 3 USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook. Middle school students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### 3.1 ALL Chromebook Must Be Left At School In Lock-Up

ALL Chromebooks must be left at school and placed with the Chromebook closed in the appropriate storage at the end of each school day. It is the student’s responsibility to insure the Chromebooks are plugged in with the charging light on. Failure to lock-up and/or charge the Chromebook, will result in a warning and the next day’s use will be limited due to lack of battery charge. *Repeat* violations of this policy will result in a “*violation notice*” sent home. After a third violation disciplinary action will be taken.

### 3.2 Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with their classroom teacher depending upon the circumstances of the breakage or Chromebook failure.

### 3.3 Charging Your Chromebook’s Battery

Chromebooks must be in a fully charged condition at the start of each school day. Students need to charge their Chromebooks at the end of each school day. Repeat violations of this policy will result in disciplinary action.

### **3.4 Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### **3.5 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes, or headphones/earbuds when allowed by the teacher. Parents/students supply the headphones/earbuds.

### **3.6 Printing**

- Students will not be able to print while on campus.

### **3.7 Deleting Files**

- Do not delete any files. Deletion of certain files can affect Chromebook performance.

### **3.8 Music and Applications (Apps)**

The privilege to stream music on the Chromebook is given to students. Only Christian or classical music will be allowed. Any student who chooses to listen to other genres that are not Christian or Classical will have the privilege of streaming music revoked. Any applications (apps) installed, but not approved by the school will require a reset to default settings and may be subject to disciplinary consequences.

### **3.9 Social Media Networks & Prohibited Websites**

- Use of social networking with your Chromebook such as “*Facebook*” and the like is prohibited.
- Surfing and viewing obscene websites and pornography is prohibited.

## **4 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Google Drive**

- Students will utilize a Google Drive account in order to back up their work. Saving files to a student’s Google Drive account will allow access to them anywhere a Chromebook or computer is available outside of school hours.

### **4.2 Saving Data to Removable Storage Devices**

- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work and therefore will be responsible to save their work to Google Drive not to a Removable Storage Device.

## **5 Software and Applications on Chromebooks**

GCS provides students and teachers with Google Apps for Education, a free web-based program for word processing, spreadsheet, presentation tools. Google Apps for Education also includes a password-protected email account for internal school use only. The use of Google Apps eliminates costs for commercial software and licensing fees. This service is available through an agreement between Google and the State of Oregon. Apps for Education runs on an internet domain purchased and owned by GCS and is intended for educational use only.

### **5.1 Originally Installed Software and Applications (Apps)**

- Apps originally installed must remain on the Chromebook and easily accessible at all times.
- From time to time the school may add Apps for use in a particular course.
- Periodic checks of Chromebooks will be made to ensure that only appropriate apps are installed on student’s Chromebooks.

### **5.2 Virus Protection**

- Chromebooks are virtually virus free and come with their own protections.

### 5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.

## 6 ACCEPTABLE USE

### 6.1 General Guidelines

- Students are responsible for their ethical and educational use of the technology resources of GCS in accordance with Christian principles and the “*Parent-Student Handbook.*”
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, etc.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, and the GCS Superintendent, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

### 6.2 Privacy and Safety

- Do not access chat rooms or send chain letters without permission.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential; the school may access anything on your Chromebook at any time.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a middle school teacher or principal immediately so that such sites can be blocked from further access. **This is not a request; it is a responsibility.**

### 6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent.
- Plagiarism is a violation of the GCS’s disciplinary procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### 6.4 E-mail

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high Christian integrity with regard to email content.
- No private chatting during class (I.M.’s.).
- Student e-mail is subject to inspection by the school officials at all times.
- Students should check their e-mail regularly, at least weekly.

### 6.5 Consequences

- The student whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the GCS’s Technology Policy and Procedures will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

### 6.6 Student Responsibilities

- Students are responsible at all times for their Chromebook.
- Students may never take their Chromebook to the bathroom or dressing rooms *for any reason.*
- Students may only log in under assigned username and may not share their password with others.
- All Chromebook components are to be carried in approved Chromebook cases at all times.
- Students may not loan Chromebook components to another student for any reason.

- Students may not play games, load or download any software, music, pictures, etc. on the Chromebooks without permission of the classroom teacher.
- Students are responsible for charging and maintaining battery units daily.
- All students have access to their “Google Drive” account. It is the responsibility of the student to see to it that critical files are backed up regularly.
- All use of the Internet must comply with school guidelines. Log files are maintained on each Chromebook with a detailed history of all sites accessed. These files will be reviewed periodically.

### **6.7 Parental Responsibility**

- No student at any time will be allowed to bring a Chromebook home. If a Chromebook has been taken home, it is the parent’s responsibility to see that the Chromebook is returned as soon as possible.
- Parents will be responsible for monitoring their student’s “Google Drive” at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student’s activities on the Internet on a regular basis.
- Log files showing Internet activity are available to parents upon request.

### **6.8 Gaarde Administration and GCS Teacher Responsibilities**

GCS Administration and classroom teachers will monitor to the best of their ability both the student’s use of the Chromebook and website usage. GCS administration will to the best of their ability provide web-filtering and monitoring for the Chromebooks through an established system of filters and firewalls.

## **7 PROTECTING AND STORING YOUR CHROMEBOOK**

### **7.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school and must remain as such.

### **7.2 Password Protection**

Students will create their own password account and record their password with the classroom teacher. Students are expected to keep passwords confidential. ALL Chromebooks are configured to only connect to the Gaarde student WIFI.

### **7.3 Storing Your Chromebook**

When students are not using or monitoring Chromebooks, they should be stored and locked securely in their lockers. Nothing should be placed on top of the Chromebook when stored in the locker.

### **7.4 Chromebooks Left in Unsupervised**

Under no circumstances should Chromebooks be left unsupervised. Disciplinary action may be taken for Chromebooks left unsupervised.

## 8 PARENT & STUDENT AGREEMENT AND SIGNATURE PAGE

### 8.1 Google Apps for Education Permission

- I give my permission for my student to use Google Apps for Education.** By doing so, I can expect the school staff to enforce acceptable use when my student is at school, to the best of their ability.
- I do not give my permission for my student to use Google Apps for Education.** I understand that my student would use non-internet based open Office software for word processing, spreadsheets, and presentations. I understand that online collaboration is not possible. Document collaboration would be limited to paper/pencil and/or file sharing via flash drive. I agree to purchase a flash drive for school use.

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*Parent Signature*

*Date*

### 8.2 Parent & Student Agreement

*As the parent,* I understand that my student is responsible to abide by the ‘Technology Policies and Procedures’, taking care of the Chromebook assigned. I also understand that parents are responsible for full payment of intentional damages to the Chromebooks including negligence in the use and care of the computers.

*As a student,* I understand that I am responsible to abide by the ‘Technology Policies and Procedures’.

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended, always knowing where the Chromebook is.
3. I will never loan out my Chromebook to other individuals.
4. I will never take my Chromebook to the bathroom or a dressing room.
5. I will have my Chromebook’s battery charged fully and ready for the start of each school day and as necessary throughout the day.
6. I will keep food and beverages away from my Chromebook to prevent damage to the Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only using the supplied cleaning cloth to clean the screen.
9. I will use my Chromebook computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
11. I understand my Chromebook and accounts are subject to inspection at any time without notice and remains the property of GCS.
12. I will follow the policies outlined in the GCS Technology Policy & Procedures.
13. I will immediately report theft, vandalism, or any damage or malfunction of my Chromebook to my classroom teacher.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my Chromebook-bag & cloth in the event any of these items are lost or stolen.
16. I agree to return the school Chromebook in good working condition.
17. I will not reveal my own or anyone else’s personal address, phone number, or passwords using the school’s Chromebook.
18. I agree to abide by all copyright and license agreements.
19. I agree that no financial transactions of any kind will be allowed using the school account.
20. I understand that access to the Internet will be allowed.

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*Student Name (Please Print)*

*Student Signature*

*Date*

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*Parent Name (Please Print)*

*Parent Signature*

*Date*

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*Classroom Teacher’s Initials*

*Date*

*GCS Administrator’s Initials*

*Date*