

**HCS NETWORK, INTERNET, CHROMEBOOK, AND GOOGLE APPS FOR EDUCATION ACCEPTABLE USE POLICY and EDUCATION GUIDELINES**

“Our world belongs to God” is one of the core beliefs of Hudsonville Christian School. One aspect of our world that is rapidly changing is technology. Technology is no longer something that stands alone; it is something that is a part of almost every aspect of our lives whether we like it or not. Technology is quickly becoming an additional ‘T’ to be added to time, treasure, and talent as something that is part of our daily life that we can offer to God. Another core belief of Hudsonville Christian school is “Challenging minds and lives for Christ” in order for students to go into the world that belongs to God and make an impact in the name of Christ. Learning to engage with technology in a Christian way and using technology to honor and glorify God need to be an essential and integrated part of our curriculum as we move into the future. HCS is pleased to offer a 1:1 Chromebook program for all middle school students in grades 6 - 8.

Before a Chromebook is issued, students and parents/guardians of those students will sign and return this form, and comply with and agree to all of the following:

- 1. I agree that everything I do with technology will be consistent with the mission statement of HCS namely “Challenging Minds and Lives for Christ”.**
- 2. I agree that the use of computers at HCMS is a privilege and not a right. That privilege can be lost with any misuse. If inappropriate conduct does occur, the use of my chromebook will be forfeited, my parents will be notified and appropriate disciplinary measures (determined by school staff) will be administered.**
- 3. I understand that my Chromebook is to be used as an educational tool during class time and agree that settings, Internet browsing, apps and games are not to be used or changed during class without a teacher’s permission.**
- 4. I understand that although printing from the Chromebook is possible, it can be a challenge. If I need to print something, I understand I may have to do it from another device.**
- 5. I agree that my networking account and password are for my use. It is not to be shared nor am I to use accounts that belong to others.**
- 6. I understand it is my responsibility to bring my Chromebook to school everyday fully charged.**
- 7. I will report problems with my Chromebook to HCMS technology staff in a timely manner and understand that even though my Chromebook repairs are covered, my family is responsible for all deductible and/or replacement costs of my Chromebook and/or accessories for damages sustained due to accident, abuse or negligence.**
- 8. I agree that any staff member may view anything on my computer. If by accident I encounter inappropriate material, I must tell a teacher immediately.**
- 9. I will turn in my Chromebook at the end of my 6th and 7th grade school years so it can be refreshed for the next school year.**
- 10. I, the parent, understand that I am responsible for my child’s use of this device outside of the middle school, and that when they leave HCS the chromebook and its use becomes the sole responsibility of the parents.**
- 11. I have read and agree with the statements regarding *Google Apps for Education Guidelines* on the reverse side of this sheet.**

## GOOGLE APPS FOR EDUCATION

**WHAT IS IT?** .... Google Apps for Education offers a free and ad-free set of online customizable tools such as Google Docs and Sites that enable teachers and students to work together and learn more effectively. The students' 4hcs.org accounts are housed on a Google server, thereby giving students access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

**PHILOSOPHY**.... The HCS district encourages the use of these tools as an effective and efficient way to improve collaboration and communication. The primary purpose is to support teaching and learning. All HCS students in grades fourth through eighth will be assigned a Google Apps for Education account.

## GOOGLE APPS FOR EDUCATION RESPONSIBLE USE GUIDELINES

The use of technology in HCS is a privilege extended to staff and students to enhance teaching and learning and to exchange information.

### OPPORTUNITIES/PRIVILEGES

1. All students in grades four through eight will be assigned a Google Apps for Education account until such time as the students are no longer enrolled in the HCS district.
2. Access to and use of student Google Apps for Education is considered a privilege accorded at the discretion of HCS. 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 alleged violation will be referred to the building principal for further investigation and adjudication.

### RESPONSIBILITIES

1. Students must adhere to the HCS Acceptable Use Policy.
2. Students may not engage in conduct that includes but is not limited to:
  - harassing, threatening, or intimidating others
  - activities that damage HCS community or are intended to harm another person and/or reputation
  - viewing or sending obscene or sexually explicit language or images
  - unlawful activities
  - commercial purposes
  - personal financial gain
  - false identification in email communications
  - misrepresenting Hudsonville Christian School
  - interfering with HCS technology operations through
    - electronic chain letters
    - unsolicited electronic communications
    - disruption of electronic communications
3. Security: HCS cannot and 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:
  - Files stored on school resources, including email messages, are considered property of HCS
  - HCS reserves the right to inspect files stored on school resources for conformity with its policies, licensing standards and state or federal law.

**My signature below indicates that I and my child have read this policy, understood it, and agree to be bound by the terms.**

Parent/Guardian Name: \_\_\_\_\_  
*Print* *Signature* Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Print* *Signature* Date: \_\_\_\_\_

Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

**This form must be signed and returned to the Middle School office no later than Tuesday, August 30.**