Holy Spirit
CATHOLIC SCHOOL

HOLY SPIRIT SCHOOL'S
TECHNOLOGY PLAN
JULY 1, 2022 ~ JUNE 30, 2025

CONTACT INFORMATION:	Holy Spirit School 2222 Lake Michigan Dr. NW Grand Rapids, MI 49504
PRINCIPAL:	Patrick Kalahar
PHONE: **FAX:** **E-MAIL:**	(616) 453-2772 (616) 453-0018 *pkalahar@hsparish.org*
TECH PLAN URL:	*http://www.holyspiritschoolgr.org*
INTERMEDIATE SCHOOL DISTRICT:	Kent ISD
SCHOOL CODE:	41-010-1741

TABLE OF CONTENTS

Our mission at Holy Spirit School is to learn, live, and share the message and teachings of Jesus Christ.

HOLY SPIRIT SCHOOL TECHNOLOGY VISION STATEMENT

To provide technologically literate and competent students and teachers who routinely use the latest technology to effectively enrich, enhance and extend student learning and achievement – all while maximizing learning, administrative duties of the teachers, and increased communication between students, school, and home.

INTRODUCTION:

Holy Spirit School is an upper-middle class Preschool through 8th Grade suburban Catholic school located on the Northwest side of Grand Rapids. Since opening its doors in 1953, Holy Spirit has developed an outstanding reputation for a program of academic excellence in a Christian atmosphere. Holy Spirit School currently has a student population of 311 - 9% of the students receive free lunch and 1% receive special education services.

In the summer of 2000, we underwent our 4th renovation project, which included the renovation and updating of our computer lab and creating an Advanced Learning Center (a proposed "second" computer lab to be used for curriculum extensions and enhancement). It is our sincere belief that as our students graduate from Holy Spirit School, that they must not only be technologically literate – but must also be technologically competent, so as to be prepared to effectively compete in an increasingly global society.

To enhance teacher productivity, each of the 24 classrooms, in addition to classroom phones, have classroom computers, networked for data and Internet access via Cat6 Wiring to Ruckus R720 Access Points throughout the parish and school, and access to a shared digital video camera, and sound loop technologies. Teachers utilize Infinite Campus, a Student Management System, to access student/family household data, to record attendance/absences/hot lunch, to post weekly course assignments and links to other websites that can aide in the current topic of study.

To enhance instruction and to further engage students, in the spring/summer of 2009, voice amplification and ceiling mounted projections systems were installed in each classroom. At the same time, the wiring was installed to allow for additional planned technology enhancements (i.e. – interactive whiteboards, document cameras, student response systems, etc…)

In the 2013-2014 school year, iPads were deployed as 1:1 computing devices for all 6th, 7th, and 8th Grade Students. Teachers continued to be trained on how to effectively implement technology in the curriculum through iPad and technology professional development. To enable mobile technology access to all of our students, during the 2014-2015 and 2015-2016 school years, 30 iPads were purchased for use by the young 5s through 3rd grade students. In addition, Apple TV devices were added to each of the 4th through 8th grade classrooms to allow for improved means of classroom disbursement of information. The addition of Apple TVs enabled our students a means of sharing the multimedia presentations that were created for

various curriculum areas. Funding also allowed for updated desktop computing devices in the school's main computer lab and Advanced Learning Center.

In 2017-2018 school year, 114 new student iPads for students in grades 4-8 were purchased. This enables our 4-5 students to share iPads and our 6-8 students to be 1:1 on iPads. In addition, 20 new teacher iPads were purchased for use in the classrooms. Full use of web-based NWEA/MAPs software for student standardized testing began in the 2017-2018 school year. During the 2018-2019 school year, teacher laptops and desktop devices were replaced as needed. In addition, a new Apple TV mirror system and sound equipment were installed in the Preschool/Child Development Center. In February 2019, the school provided an Internet Safety Presentation by the organization Protecting Young Eyes.   The presentation provided for students in grades kindergarten through grade 8 along with an evening presentation for parents.

To aid with teacher instruction, new Apple TVs were installed in the Young 5s, kindergarten, and third grade classrooms using funds from school auctions.

As a result of COVID school closure in March of 2020, staff immediately transitioned to virtual teaching using Google Classroom along with various video lesson sharing formats. These continued in the 2020-2021 school year as needed for quarantine situations.

In the 2020-2021 school year, 26 new student iPads for students in third grade were purchased. This enhanced the learning environment in the classroom and allowed for remote students to have access to devices at home when needed. In addition, seven faculty iPads were purchased via the Governor's Emergency Education Relief (GEER) Fund.

In the 2021-2022 school year, using Emergency Assistance to Non-Public School (EANS) Funds, 149 new student iPads were purchased for grades 4-8. These will be distributed in the 2022-2023 school.   Further, twenty new staff iPads using funds from the Elementary and Secondary School Emergency Relief (ESSER) Funds were purchased. Students, staff, and parents received internet safety presentations from Protect Young Eyes in May of 2022.

GOALS:
- To integrate technology so as to effectively enrich, enhance and extend student learning and achievement.
- To assist students as they become technologically literate and competent so as to compete in our global society.
- To develop 21st Century Learners, proficient in communication, collaboration and critical thinking skills.
- To develop a plan to define hardware and software requirements.
- To develop and secure financial resources for hardware and software.
- To develop a technology curriculum that effectively integrates technology throughout the curriculum.
- To develop a plan for on-going and comprehensive professional development training for staff.

The school has access to the Internet and also has access to seminars and workshops provided by the Kent Intermediate School District and the Diocese of Grand Rapids. In addition to our budgeted technology line-item, we have very secure funds through our yearly PTA Fundraiser and Parish Auction that raise money dedicated toward our technology program.

Specific Curriculum Goals and Strategies and Alignment with Content Standards

All goals meet and exceed the State of Michigan and National Technology Standards (NETS).

Goal 1: All students will use technology to analyze resources and data and apply it to critical thinking and problem solving tasks.

Strategies include the following:
- Students will generate data tables and graphs to analyze information collected during classroom assignments, especially in mathematics, social studies and science classes.
- Students will evaluate technology, and Internet-based information (e.g. web pages, software, multimedia presentations, etc.) to learn lifelong skills necessary for critical evaluation of assorted resources. (e.g. Is this web page a reliable source of information for a research project?)
- Students will use technology and various technological tools to gain skills and techniques to solve various problems, including technology-related problems.

Goal 2: All students will use technology in assorted forms (e.g. apps, web tools, Google Apps for Education, multimedia presentations, web pages, etc.) to communicate information to various audiences such as peers, teachers, staff, parents, community members, etc.

Strategies include the following:
- Students will use word-processing programs to create documents to convey information.
- Students will use technology to communicate information to peers and teachers in various curriculum areas.
- Students will create multimedia presentations, or components thereof, to relay knowledge gained in the classroom or on an independent basis.

Goal 3: Intermediate and Middle School Students will use technology to become 21st Century Learners, proficient in communication, collaboration and critical thinking skills.

Strategies include the following:
- Students will communicate together to create various media projects. Once shared, users will communicate with each other to analyze the information in order to produce a higher quality product.
- Students will collaborate with each other to use shared knowledge and explorations to creatively construct a product while using critical thinking skills.
- Students will use digital information to authentically investigate and seek solutions by collecting and analyzing data/information to make informed decisions.

Promoting curricula and teaching strategies:

Staff will be in-serviced and continuous training will be available on the various components of the strategies to achieve the goals identified above. In addition, all staff will be trained on methods of integration of the technology in the classroom curriculum. Staff also has access to additional training through the Diocese of Grand Rapids and the local ISD.

SECTION V: STUDENT ACHIEVEMENT

Explanation of how technologies will be integrated into the curriculum:

Holy Spirit School Staff, Students and Parents are embracing the continued dramatic growth in technology available. The computer lab provides students with direct computer instruction once or twice per week on computers. In addition, student use of iPads provide teachers and staff at Holy Spirit School the ability to integrate technology infused best practices on a frequent basis.

Integration of the technology in the curriculum will occur in many forms. In language arts, students are able to generate and edit short stories, poetry, research documents, and essays via verbal, written or digital forms. Students then are able to publish and distribute these documents by using the Diocese of Grand Rapids Google Workspace for Education Fundamentals (formerly Google Apps for Education) Account.   In mathematics and science, students generate and interpret graphs and review and reinforce concepts learned by using various technology programs. In social studies, students have the opportunity to participate in virtual field trips and virtually explore history in their classrooms. In addition, students have access to current events and be able to critically debate current topics using knowledge gained through Internet research.

A special population of students will also greatly benefit from technology integration in the classroom. High-needs students have used, and will be able to continue to use, technology to improve and enhance their learning. For example, students with fine-motor challenges use keyboarding and voice recognition software to take notes during class discussions. High achieving students use technology in the classroom to challenge themselves and pursue endeavors that will supplement and enhance the classroom curriculum.

Timeline for Integration:

The time lines (below) are tentative and based on the availability of funds for updated and new student iPads.

2022-2023
- Staff members will receive updated classroom laptops to enhance their classroom teaching as needed.
- Students in grades 4-8 will receive 9th generation iPads.
- Staff members will receive updated iPads.
- All students will continue to utilize technology tools available to them and will begin implementing it at an age-appropriate level to improve and enhance teaching and learning
- All students will use apps and web tools to create multimedia presentations at an age-appropriate level.

2023-2024
- All staff will have access to continued training at the Diocese of Grand Rapids and the local ISD as well as possible in-services.
- All staff will continue to use technology on a frequent basis to improve and enhance teaching and learning.
- All students will continue developing skills in various technological areas and generate communications at an age-appropriate level.
- Purchase new iPads for students in Young5s through second grade (shared devices).
- Continue installation of Apple TVs in first and second grades.

2024-2025
- Finish installation of Apple TVs in first and second grades.
- All staff will have access to continued training at the Diocese and ISD as well as possible in-services.
- All staff will continue to use technology on a frequent basis to improve and enhance teaching and learning.
- School technology plan will be re-evaluated and revised.

SECTION VI: TECHNOLOGY DELIVERY

TECHNOLOGY DELIVERY GOALS:

In a continuing effort to keep current and provide the students with the technology of today, Holy Spirit School has developed these short-term goals:

- LIBRARY: Full implementation of the school library's automation system.
- COMPUTER LAB: The hardware and software in the Computer Lab will be updated as necessary. Web tools will also be more fully utilized.
- CLASSROOM EXTENSION: Use of student iPads to assist in the delivery of instruction as well as the ability to communicate and demonstrate knowledge in various written and/or digital forms.
- Use of Apple TV as a means to display teacher and student presentations.
- Use of Google Classroom as a means of conveying assignments and .

TIME LINE:

2022-2023 School Year
- Update library software during to more fully support the library's automation.
- Attend training at the Diocese of Grand Rapids and local ISD as well as possible conferences, workshops and in-services.
- Use on-line courses as a resource for students and for professional development for staff and administrators.
- Continue to search for apps and/or web tools to deliver to the students to improve teaching and learning.

2023-2024 School Year
- ⬚ Continue to search for apps and/or web tools to deliver to the students to improve teaching and learning.
- ⬚ Attend training at the Diocese of Grand Rapids and local ISD as well as possible conferences, workshops and in-services..
- ⬚ Use on-line courses as a resource for students and for professional development for staff and administrators.

2024-2025 School Year
- ⬚ Continue to search for new technology to deliver to the students.
- ⬚ Attend training at the Diocese of Grand Rapids and local ISD as well as possible conferences, workshops and in-services.
- ⬚ Use on-line courses as a resource for students and for professional development for staff and administrators.

SECTION VII: PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

PLAN DISTRIBUTION:

Our technology plan will be available to the entire community via our website. More detailed information regarding use and policies will be communicated to parents in our:
- ⬚ Parent/Student Handbook
- ⬚ Monthly newsletters
- ⬚ Parent/Teacher Association Meetings

CURRENT/FUTURE USE OF TECHNOLOGY:

Currently, parents, teachers, and school administrators frequently communicate via the school website, email, and Infinite Campus, our Student Management System. Teachers utilize Infinite Campus to input attendance, hot lunch, homework/assignments, report card information and to develop and distribute classroom updates. In addition, many of our teachers use Google Classroom as a means of delivery classroom content to students and parents.

Technology also allows parents and the community to communicate with teachers and administrators. As a result of this improved communication many issues can be resolved without interruptions to classroom or work activities. Our communications on the website, Infinite Campus, and via newsletters encourages parents and the community to fully utilize our technological capabilities in order to maintain and enhance open communication. We utilize the online program called Meet the Teacher as a way for parents to schedule conferences with teachers.

The future could see an increased use of the Internet and technology to disseminate and collect course assignments, study guides, student absence reporting, and/or technology based extracurricular activities (eg: parent/volunteer led after-school software programming).

COMMUNITY OUTREACH

Holy Spirit School is an independent school and is not an adult literacy provider. However, the Computer Lab and the Advanced Learning Center at Holy Spirit School will be available to the community during specified time periods throughout the year for Internet browsing and computer learning programs.

The existing Holy Spirit website (*http://www.holyspiritschoolgr.org*) was updated in 2018 and 2019 to include (but will not be limited to):
- technology contacts
- news about technology at Holy Spirit School
- links to staff web pages
- greater use of electronic documentation and forms for parents

Time Line

2022-2023 School Year
- Improve the Holy Spirit website to provide greater communication and interactivity for existing and potential parents/students.

2023-2024 School Year
- Promote community use of technology for Internet browsing.
- Promote Community Education Technology Classes.

2024-2025 School Year
- Continue to promote the use of technology for Internet browsing.
- Continue to promote the Community Education Technology Classes.

SECTION IX: PROFESSIONAL DEVELOPMENT

Holy Spirit School will ensure ongoing professional development for teachers and administrators to further the use of technology in the classroom to improve and enhance teaching and learning. We employ a broad-based, multilayered strategy that emphasizes a mix of formal and informal learning to help our staff learn new technologies.

We have set the following professional development goals:
- Create a learning community with respect to technology and education.
- Improve staff competence with technology.
- Implement technology tools into new and existing curriculum and instruction.
- Create pilots and model projects for utilization of technology in learning.

The professional development plan outlines five specific venues for training:
- 🔖 Professional development days.
- 🔖 Voluntary training sessions (both paid and un-paid).
- 🔖 Training on demand.
- 🔖 One-on-one training.
- 🔖 Off-site training.

Regardless of the venue used, following a training session a follow-up process will be used to answer any remaining questions and to provide further, more personal assistance.

Holy Spirit School will utilize students, teachers, parents, community members, and staff members with specialized technology skills as trainers. The use of the Diocese of Grand Rapids and KISD (Kent Intermediate School District) facilities will be encouraged.

We have the following expectations for staff and administrators:

- 🔖 Teachers will be able to integrate specific technology-based lessons into their subject areas.
- 🔖 All teachers will receive on-going training in the use of iPads, apps, web tools and Google Workspace for Education Fundamentals (formerly Google Apps for Education) to improve and enhance teaching and learning.
- 🔖 Administrators will be competent technology role models.
- 🔖 Teacher and staff will model positive digital citizenship and appropriate use of technology.

Time Line

2022-2023 School Year
- 🔖 Continue to employ a Teacher Tech Coach to assist staff as they further integrate technology tools into classroom instruction.
- 🔖 Encourage informal sessions between users in the use of the iPads, apps, web tools and Google Workspace for Education Fundamentals.
- 🔖 Provide on-going in-services and training for Infinite Campus, our student management system.
- 🔖 Provide training in requested areas of technology.
- 🔖 Encourage off-site training at KISD as well as at local workshops, conferences and/or seminars.
- 🔖 Review the requirements of CIPA (Children's Internet Protection Act), FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Rule) and ISTE, FCC and E-Rate Program for compliance.

2023-2024 School Year
- 🔖 Further develop the role and function of a Teacher Tech Coach to assist staff as they further integrate technology tools into classroom instruction.
- 🔖 Encourage informal sessions between users in the use of the iPads, apps, web tools and Google Workspace for Education Fundamentals.
- 🔖 Provide on-going in-services and training for Infinite Campus, our student management system.
- 🔖 Provide training in requested areas of technology.

- **Encourage off-site training at KISD as well as at local workshops, conferences and/or seminars.**
- Review the requirements of CIPA (Children's Internet Protection Act), FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Rule) and ISTE, FCC and E-Rate Program for compliance.

2024-2025 School Year
- Encourage informal sessions between users in the use of the iPads, apps, web tools and Google Apps for Education.
- Provide on-going in-services and training for Infinite Campus, our student management system.
- Provide training in requested areas of technology.
- Encourage off-site training at KISD as well as at local workshops, conferences and/or seminars.
- Review the requirements of CIPA (Children's Internet Protection Act), FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Rule) and ISTE, FCC and E-Rate Program for compliance.

SECTION X: SUPPORTING RESOURCES

To support the Technology Plan, the following resources will be utilized:
- Kent Intermediate School District (KISD)
- REMC 8
- Brighton Schools Shared Time Program
- Contracted service providers
- Parent volunteers with expertise in technology
- Michigan Department of Education Web-site
- Michigan Virtual University
- Mandarin Library Automation
- Training Manuals for Software
- Office of Catholic Schools, Diocese of Grand Rapids
- Michigan Association of Non-Public Schools
- Teachers, Administration, School and Parish Staff
- Students with advanced skills

SECTION XI: INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

CURRENT STATUS:

INFRASTRUCTURE AND HARDWARE:

The Holy Spirit School technology plan was first implemented in the summer of 1994 with our first networked computer lab. This consisted of 30 Macintosh computers and a dedicated server. The vision was the connectivity of the entire complex, which included administrative offices, classrooms, and the child development center for both administrative and teacher classroom accessibility and productivity. A major school renovation was completed in the summer of 2000. At that time fiber optic cable was installed to connect the administrative building, which housed the server, with the school. All school classrooms and offices were wired with cat 5 cable for voice and data. In the fall of 2003 we completed the entire upgrade of all our desktop PC's as well as our phone system. A new Vodavi PBX was installed in the fall of 2002, and a new server was placed in service in October 2003 using Windows Server 2003, mirrored hard drives, a Sony tape backup system, as well as remote off-site backup and storage. Each classroom has a local printer and is networked to both a Lexmark laser printer and a Toshiba high speed digital copier/printer. We are currently using SBC to provide high speed Internet access via cat6 for our entire complex, and 31 Direct Dial numbers were placed in service for greater parental access to the teacher. We are using 3com switches, a Cisco router with PIX firewall and we've upgraded our anti-virus software to MacAfee Virus Protection.

We are currently using Google Apps for Education as our Internet based e-mail provider, so teachers and administrators can access their mail from any location. In the summer of 2004, all the hardware in the computer lab and Advanced Learning Center was replaced. In late Fall, 2004, through the "Freedom to Learn" grant, we acquired 49 Hewlett-Packard laptops for 1:1 6th grade student use. In 2010 we have made a Canon Vixia digital video camera available to teachers to use in documenting special class activities and for class assignments. All classrooms now have ceiling-mounted video projection devices to allow teachers to share computer-based content with the entire class.

In the summer of 2012, 5 Ruckus access points were installed in the parish/school for greater wireless connectivity. In 2013-2015, iPads were purchased for all grade levels. The computer lab and Advanced Learning Centers were updated with current desktop devices in the summer of 2015.

We are currently using Google Workspace for Education Fundamentals as our Internet based e-mail provider, so teachers and administrators can access their mail from any location. VIPRE, an antivirus program, was installed on the server and monitors all devices. Mosyle mobile device management system is used to manage student iPads. The Bark dashboard monitors student emails Google Workspace for Education programs for inappropriate content. Bark notifies a team of staff members in any content is flagged. In June 2019, 21 new Ruckus R720 access points were installed in the school and preschool/Child Development Center for increased access to wireless connectivity. New wireless printing installed in 2021 allow students to print to two different printers as needed. As of June 2022, young 5s through second grades have shared access to 30 shared, third grade has 26 iPads, fourth through eighth grades have 1:1 iPad totally 149 iPads.

TECHNICAL SUPPORT AND SOFTWARE:

Technical support for the systems and network is currently out-sourced to Vector Technology for our PC's and network administration, 123 Net for voice communications and SBC liaison. The School Principal along with the Director of Maintenance and Operations coordinate vendor services and maintenance contracts.

Our current software is being purchased through Educational Resources utilizing the educational pricing. Software in use includes Windows 10, Google Workspace for Education Fundamentals, Bark, and VIPRE.

FUTURE NEEDS:

INFRASTRUCTURE AND HARDWARE TIMELINE:

2022-2023 School Year
- New laptops for teachers and staff.
- New iPads for fourth through eighth grade students.
- New desktops for the computer lab.
- Continue to plan for obsolescence of student and staff hardware.
- Continue to add and upgrade operating and curriculum software.
- Upgrade Mandarin Library Automation Software in the library to more fully integrate automation of new literary purchases.

2023-2024 School Year
- Begin installation of Apple TVs in first and second grade classrooms.
- New shared iPads for young 5s through second grade.
- Upgrade internet to fiber optic through Xfinity.
- Continue to plan for obsolescence of student and staff hardware.
- Continue to add and upgrade operating and curriculum software.
- Extend environmental impact reductions to include ability for students to submit homework electronically from home, the classroom, or computer labs.

2021-2022 School Year
- Continued installation of Apple TVs in first and second grade classrooms.
- Continue to plan for obsolescence of student and staff hardware.
- Continue to add and upgrade operating and curriculum software.
- Extend environmental impact reductions to include ability for students to submit homework electronically from home, the classroom, or computer labs.

Strategies to Increase Access:

- All students, teachers, and office staff will have access to all technologies in the building on a daily basis.
- All teachers and staff will have continuous technology training available so that the technology will be used to develop and deliver daily lessons.
- All administrative work will be done using the computers for efficiency and ease of data sharing. This will give teachers more time to plan lessons and work with students.
- All teachers and office staff have e-mail addresses that are published to parents so that communications may be efficient and effective.
- Ruckus Wireless Access Points were installed with 4 varied levels of Security Access.
- In addition to teacher laptops for productivity, each classroom teacher has been provided an iPad to increase and enhance teaching and learning via apps and web tools.
- The school website, Facebook account, and Twitter feed will be continually updated with current information and forms.

SECTION XIII: FUNDING AND BUDGET

The following funds will be used to support the technology plan:

- School Budget
- Title Monies
- Parent ~ Teacher Association
- Holy Spirit Educational Foundation
- Grants such as the Grand Rapids Community Foundation
- Professional Growth opportunities through the Kent Intermediate School District and Grand Rapids Public Schools
- School Technology Fund

SECTION XIV: MONITORING AND EVALUATION

All staff members are required to (minimally) set one technology goal each year. Teachers report at specific times of year their progress toward the goal. The principal will monitor the progress toward the goal in a year-end evaluation.

Evidence of Success will include (but are not limited to):
- Teachers communicating to parents and staff via e-mail within 24 hours
- Using technology to enhance and deliver a lesson
- Attending one or more technology workshops
- Working with the tech coach and computer teacher to infuse technology in the curriculum

The principal will meet with teachers who have not met their goals and together they will write an Individual Improvement Plan.

Student achievement will be monitored and evaluated through assessments, both formal and informal, by their teachers.

Evidence of student success will include:
- Using word processing on a regular basis
- Using the Internet as a resource
- Knowing the strengths and problems associated with the Internet
- Following the Acceptable Use Policy
- Increasing accuracy and words per minute on the keyboard
- Creating multi-media presentation for core-area subjects
- Making ethical decisions about copyright laws
- Citing accurate, correct bibliographic information
- Treating equipment and software with respect
- Ease of familiarity and use of Mandarin Library Automation

Goals not met will be addressed by an individual learning plan.

The technology plan is an integral part of the school improvement plan, and as such the progress of the plan is monitored on an annual basis by the school board.

Evidence of success will include
- Sufficient budget to meet the technology goals for equipment, supplies and professional growth
- Ensure the timelines are met
- Assist the principal in grant writing and third source funding

Goals not met will be documented in writing and a plan to address the goals will be devised.

Parents are surveyed on a variety of school issues. Technology is an area that parents are asked to rate and to make comments. The school board and principal monitor the survey.

Evidence of success will include:
- Feedback and ratings on the parent survey
- Number of visits to the various pages on the website
- Number of e-mail communications between teachers and parents

SECTION XV: ACCEPTABLE USE POLICY

Acceptable Use Policy

All users of technology at Holy Spirit School must sign an Acceptable Use Policy agreement and understanding form (see Appendix 1). Students must have their parent or guardian sign the form to indicate that they have read and explained it to their student. Signing this form indicates that they will abide by the policies indicated and that they understand the responsibilities they have undertaken in using the privilege of technology (including Internet) access.

Beginning with the 2004-2005 school year, staff and students gained Internet access. In accordance with CIPA (Children's Internet Protection Act) prior to granting that privilege, the school installed an Internet firewall with content filtering (filtering provided by FortiGuard Web Filtering Service) and detailed user tracking and logging of all activity (by staff and students) attempting to pass through the firewall to the Internet. Mosyle mobile device management system is used to monitor and filter student iPads. This access can be configured by grade level and for faculty to allow graduations of control. Bark is used to monitor student Google Workspace for Education Fundamentals. An adult accountable to the Holy Spirit School will be present during open hours of the lab to assist students or other users and to personally monitor activity. With this firewall and content filtering system in place we will be fully CIPA compliant.

Diocese of Grand Rapids
Office of Catholic Schools
(Adapted with permission from the Archdiocese of Detroit, June 2012)
Holy Spirit School

Electronic Information Access and Acceptable Use of School Systems

Holy Spirit School (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.

(b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.

(c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

(e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.

(f) "School Systems" means the School Equipment and the School Networks.

(g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, Holy Spirit School's Policies and Handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of

such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, Holy Spirit School's Policies and Handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such policies or handbook. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an *"as is, as available"* basis.

School Responsibility

Internet Safety Provisions

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).

Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

Holy Spirit School Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

*   use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
*   access information from outside resources which facilitate learning and enhance educational information exchange.
*   access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
- accessing, using, disclosing or disseminating personal identification information about minors.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or   are prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

pkalahar@hsparish.org
pryan@hsparish.org
(616)-453-2772

COMMITMENT PAGE
Due to School Office by August 26th

Our signatures below indicate that we have read, understand, and support the following policies and procedures found under the "Forms" tab on our school website at www.holyspiritschoolgr.org.

- ❑ Holy Spirit School Parent/Student Handbook

- ❑ Handbook 2022-2023 Appendix E - Covid-19 Guideline Changes

- ❑ Electronic Information Acceptable Use of School Systems

- ❑ Protecting God's Children Teaching Touching Safety Program

MEDIA RELATIONS/PROMOTIONS RELEASE FORM

❑ I (We) give my (our) permission to the **Diocese of Grand Rapids** to use my name (or my child's name), city and state, and/or photograph, videotape, website photos, or any likeness for publicity purposes and the use of statements made by or attributed to me (or my child) relating to the Catholic Diocese of Grand Rapids for this or similar promotions and grant to **Diocese of Grand Rapids** any and all rights to said use without further compensation. It is my (our) understanding that my signature below releases the Catholic Diocese of Grand Rapids from any financial or legal responsibility for the use of this media relations/promotional material(s).

❑ I (We) do *not* give the **Diocese of Grand Rapids** permission for our child/ren's photographs to be used for publicity purposes.

❑ I (We) do give permission to **Holy Spirit School** to use our child/ren's photographs *without using last names* on Holy Spirit School Social Media.

❑ I (We) do *not* give permission to **Holy Spirit School** to use our child/ren's photographs for publicity purposes.

Please Print Family Name _____

Parent/Guardian Signature	Date	Parent/Guardian Signature	Date
Student Signature	Grade	Student Signature	Grade
Student Signature	Grade	Student Signature	Grade

www.holyspiritschoolgr.org

APPENDIX 3: PRIVACY POLICIES

At Holy Spirit School, technology is used to enhance the curriculum. Great care is taken to comply with FERPA, CIPA and COPPA laws to protect student privacy and exposure to inappropriate content on the internet.

Below is a list of online services currently in use by students at Holy Spirit School. Links to the online services privacy policies are included.

- **Bark** - Filtering and scanning service for Gmail, Docs, Sheets, Slides, etc. All activity and content for self-harm, violence, drug/alcohol, profanity, cyberbullying, and weapons. Bark does not receive any of your child's personal information. Alerts are sent directly to the appropriate school personnel, who determine the context of the alert and proceed accordingly. Privacy Policy
- **Blooket.com** - Students play review games as guests. Students are blocked from creating individual accounts or logging in. Privacy Policy
- **BrainPop** – Students watch video based on classroom content and can complete quizzes and other activities. One school-wide log-in is provided and monitored by administration. Individual student data is not collected. Privacy Policy
- **Code.org** - Used to teach coding concepts, teachers create accounts for students using first names only. Privacy Policy
- **Common Lit** - Used for literacy. Student information collected includes student data and user content. Privacy Policy
- **GimKit** – Used for review of material. Students do not need to create an individual account or sign in with full names. Privacy Policy
- **Grammarly** - Used in English Language Arts. Privacy Policy
- **Infinite Campus**- Diocese-wide Student Information System. Database of student and family contact information, education records, grades, attendance, messaging, and lunch information. Parents will access report cards via Infinite Campus. Instructions to set up parent accounts are sent at the beginning of each school year. Privacy Policy
- **IXL**- Personalized learning in math, language arts, science, social studies and Spanish. Students can sign in via a teacher account or their school email address. Privacy Policy
- **Kahoot!** - Online quiz game. Students do not have individual accounts or sign in with full names. Privacy Policy
- **Legends of Learning** – Online content review. Teacher assigned lessons and students' access lessons via Google Workspace for education. Privacy Policy
- **LizardPoint** – Online review of maps. Used in social studies classes. Individual quiz scores are collects, but student names or emails are not collected. Privacy Policy
- **McGraw-Hill/Glencoe Education** - Digital textbook and review access. Student information collected includes name, grade, school email address, student ID, user name, password, school information. Privacy Policy
- **MobyMax** – Individualized learning platform. Teachers create student usernames and passwords. Students do not sign in with their full names. Privacy Policy.
- **Mosyle Management System** – Management system for students' iPads. Student information is not collected. Privacy Policy.
- **Mystery Science** – Used in science classes. Students watch science videos and complete activities online. No student information is collected. Privacy Policy
- **Newsela** - Used in English Language Arts classes. Student information collected includes name, teacher, user name and password, as well as articles they access, quiz results, etc. Privacy Policy
- **NWEA/MAP Testing** - Students are given online standardized testing two times per school year. Students do not have individual accounts. Student information used by NWEA includes full name, date of birth, student number, teacher, ethnicity and testing data. NWEA Privacy Policy
- **Scholastic News** - Students do not create individual accounts, and need a password from their teacher to access the features. Privacy Policy

- **Sophia Institute Spirit of Truth** - Digital curriculum for theology to complement the textbooks. Collected information includes student name, email address, and curriculum activities for the purpose of grading. Privacy Policy
- **Typing.com** - Used to learn and practice keyboarding skills. Information collected includes username and password. Privacy Policy
- **Vocabulary Workshop** – Digital textbook and vocabulary review access. Student data is not collected. Privacy Policy.
- **Voyages in English** – Grammar review activities and resources that complement the textbook. Student data is not collected. Privacy Policy
- **YouTube** - YouTube, although owned by Google is not part of Google Workspace for Education and does not comply with children's internet protection or privacy laws. For this reason YouTube and the YouTube app is blocked for all students, however individual educational videos and channels are allowed when needed by a teacher for instructional purposes. Students are unable to upload videos from school email accounts. Privacy Policy