



# Holy Spirit

## CATHOLIC SCHOOL

***HOLY SPIRIT SCHOOL'S  
TECHNOLOGY PLAN  
JULY 1, 2025 ~ JUNE 30, 2028***

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**INTERMEDIATE SCHOOL DISTRICT:**

Kent ISD

**SCHOOL CODE:**

41-010-1741

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## **HOLY SPIRIT SCHOOL MISSION STATEMENT**

*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 8<sup>th</sup> 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 350 - 8% of the students receive free lunch and 1% receive special education services.

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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 3<sup>rd</sup> grade students. In addition, Apple TV devices were added to each of the 4<sup>th</sup> through 8<sup>th</sup> 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.

In the 2024-2025 school year, using funds from the Auction for Education, new Apple TVs and wiring were installed in the first and second grade classrooms.

#### **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 21<sup>st</sup> 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.




## SECTION IV: CURRICULUM INTEGRATION

### ***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 21<sup>st</sup> 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.





#### **2025-2026**

-  Staff members will receive updated classroom computers as needed to enhance their classroom teaching as needed.
-  As the student population grows, new iPads for students in grades 4-8 will be purchase.
-  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.

**2026-2027**






-  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.

**2027-2028**





-  Finish installation of Apple TVs in all classrooms, including the new construction areas.
-  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 material.




**TIME LINE:****2025-2026 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.

### **2026-2027 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.




### **2027-2028 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.

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).







## SECTION VIII: COLLABORATION

### 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


#### **2025-2026 School Year**

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

#### **2026-2027 School Year**

-  Promote community use of technology for Internet browsing.





#### **2027-2028 School Year**

-  Continue to promote the use of technology for Internet browsing.






## **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**

#### **2025-2026 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.

#### **2026-2027 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.




#### **2027-2028 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
- ☐ 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 Workspace for Education Fundamentals 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 6<sup>th</sup> 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 totalling 163 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 11, Google Workspace for Education Fundamentals, Google Teaching and Learning Licenses for eight teachers, Bark, and VIPRE.





#### FUTURE NEEDS:

##### INFRASTRUCTURE AND HARDWARE TIMELINE:





##### **2025-2026 School Year**

-  New laptops for teachers and staff as staff grows and devices need replacing.
-  New iPads for fourth through eighth grade students as enrollment grows.
-  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.

##### **2026-2027 School Year**








-  Begin installation of Apple TVs in third grade classroom and new building addition.
-  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.

##### **2027-2028 School Year**

-  Continued installation of Apple TVs in third grade classroom and new building addition.
-  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.

**SECTION XII:**  
**STRATEGIES TO INCREASE ACCESS**

**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.



## **APPENDIX 1: INTERNET ACCEPTABLE USE POLICY**

### **Acceptable Use Policy**

Read full policy

here: [https://drive.google.com/file/d/1VmJNr64fu2IHn34juZ6hw\\_IgCgvD82UI/view](https://drive.google.com/file/d/1VmJNr64fu2IHn34juZ6hw_IgCgvD82UI/view)

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

## APPENDIX 2: MEDIA RELEASE FORM

### Media Relations/Photo Use and Release Policy

Holy Spirit Catholic School and or the Diocese of Grand Rapids may wish to use student photos, films, videotapes and other facsimiles, taken during academic and extracurricular activities, in Holy Spirit Catholic School or Diocesan brochures, website, newsletters, magazines, slide presentations, films, videotapes, social media and other publications concerning and/or promoting Holy Spirit Catholic School and the Diocese.

~ On behalf of myself (if 18 or older) or on behalf of the minor child for whom I have the authority to act (in either case, the "Depicted Person"), I give permission to the Diocese of Grand Rapids ("Diocese") and all persons, parishes, schools, and other entities operating under their canonical or civil authority (whether or not separately incorporated), in collaboration with them, or on their behalf (collectively, "Released Persons") to record the Depicted Person's participation in activities sponsored by one or more of the Released Persons ("Events"), as well as their appearance, image, likeness and voice in any medium (collectively, their "Likeness"), and to use, without prior notice, the Depicted Person's Likeness, as well as the Depicted Person's name, city and state, and school, and to use statements made by or attributed to the Depicted Person about a Released Person or Events, without compensation, for web, social media, publicity or similar content promoting or otherwise publicizing the Diocese or other Released Persons and their efforts, activities, community, and events (collectively, the "Authorized Uses"). I waive any right to inspect or approve such Authorized Uses, including any related or derivative content that may be created in connection therewith. I hereby release and hold harmless all Released Persons for, from and against any and all claims for damages that the Depicted Person may have (including, but not limited to, claims for compensation, royalties, invasion of privacy, misappropriation, or defamation) arising out of or related to the Authorized Uses. I agree that my signature below releases any and all claims against the Diocese and all other Released Persons related to or arising out of the Authorized Uses.

Do you give permission for media release?  
I give permission / I do not give permission

\*After submission, any changes must be made by contacting the school office at [tkelly@hsparish.org](mailto:tkelly@hsparish.org) or 616.453.2772.x111

You may be contacted occasionally to request approval to use a photo by the school.

### Public Spaces and Events

Please be advised that images and videos taken in public spaces and/or at public events do not require authorization for publication. Your presence in or around school facilities and/or properties, as well as at off-campus sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Holy Spirit Catholic School, and waives any claims or rights, whether in law or in equity. When a completed Photo Opt-out Form is on file, the Schools will make every effort to honor that individual's Opt-out status, even in public spaces or at public events.

### 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](#)
- **Boddle** – Student play review math games as guests. [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](#)
- **Canva for Education** - Students can create presentations, posters, videos and more for the classroom setting. [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](#)
- **Google Workspace for Education** - Every student in grades 3rd-8th is given access to a Google Workspace account, which includes access to Gmail, Docs, Sheets, Slides, Calendar, Contacts, Forms, Sites, Maps, Keep, and Meet. Gmail for students is restricted to within Holy Spirit only, unless necessary for an approved, third-party educational service to send emails to students for registration purposes. [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 collected, 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](#)
- **Other third-party services** are used within the school only if they can be accessed without the need for students to create individual accounts. If individual accounts are necessary, the privacy policy is checked to ensure the service complies with student privacy and protection laws.