Cross Technology Handbook
2022-2023

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Technology Acceptable Use Policy (All Cross Students)

Philosophy for the Use of Technology
We believe that technology is a tool for communication, for problem solving, and for academic achievement. Technology does not end with itself, but is used by students, parents, staff, and the entire school community to access information in the school, the community, and the world. Technology tools are used by students to learn grade level and course content based on Cross Lutheran School adopted curriculum standards. As in the real world, students use technology to work on challenging, real-life topics, to present their conclusions to important questions, and to defend and clarify their thinking. All technology tools are used in support of the vision of Cross Lutheran School to minister to real people in a real way.

Scope
This policy must be followed in conjunction with other Cross policies governing appropriate school conduct and behavior. A signed technology policy must be on file prior to a user gaining access to Cross Lutheran School technology. Cross complies with all applicable federal, state and local laws as they concern the student relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines
Cross has established the following guidelines for appropriate, ethical and professional student use of school technology and communications networks, including the Internet and e-mail.

Internet Acceptable Use Policy
Cross Lutheran School believes the internet is a resource that the school and students should positively utilize. The CLS staff is aware of the issues surrounding internet access and the need for appropriate supervision. CLS will filter internet content and also directly monitor and manage the access that students have through their Cross G Suite for Education account and while using Cross-issued devices. The school cannot control internet access by pupils using their own devices with separate internet access (for example, smart phones). However, the school does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter.

Parents have the responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these issues. While students' access to content will be restricted and filtered while utilizing their Cross G Suite account, it's still critical for parents & guardians to ensure safe use of the internet in the home. The following are wise guidelines for students using the internet no matter the location:

Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus.

"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me — practice these things, and the God of peace will be with you." (Phil 4:8-9) (ESV)

The Importance of Digital Citizenship

- It is expected that Cross students follow the six conditions of being a good digital citizen. Students should always conduct themselves as a good digital citizens by adhering to the following:
    - **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider and caution the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
    - **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
    - **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, poronographic, racist, inappropriate, or otherwise outside this school's Christian mission. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
    - **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations, and not visit sites that are degrading, porngraphic, racist, inappropriate, or otherwise outside the school's Christian mission.
    - **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
    - **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
- For additional information specific to digital citizenship, please visit: https://www.commonsensemedia.org/parent-concerns.
- In addition to this, students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against Cross's policy.

CLS Network

In using G Suite for Education, Cross students have no need to access the church & school's local, non-public network or server for educational purposes. Access to the CLS domain (hiscross.net) and its designated educational tools is a privilege that may be revoked at any time for inappropriate conduct. Users of Cross Lutheran School's network/domain should have no expectation of privacy when using our technological resources.

Use of WiFi Network

Pupils may access the Cross Student WiFi network while at Cross on their school-issued device or school-managed account via a personal device with Cross staff approval.

Internet Use

- We at Cross Lutheran School believe that technology (this includes support services like the Internet) enhance student learning opportunities in the following ways:
    - Providing a wealth of additional resources for reference, research, and presentation.
    - Consulting with experts in a broad range of professions.
    - Communicating with other students and individuals in content areas, and learning to conduct searches of primary and secondary resources in the process of evaluating resources and determining its level of relevance.
- **Inappropriate materials**
    - Material that is by nature pornographic, extremist, militant, violent, defamatory, discriminatory or otherwise inappropriate and not aligned with Cross' vision is strictly prohibited.
    - Derogatory and/or disparaging messages regarding an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be considered harassing and are strictly prohibited.
    - Illegal activities including piracy, hacking, extortion, blackmail, copyright infringement, and other forms of unauthorized access are strictly prohibited.
    - If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Copyright/Use of Information

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

Social Media/Networking

- Social media of any kind is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms/windows during school hours is only permitted as part of an assigned, in-class activity with teacher/instructor supervision. Student use of messaging/chat/email apps during the school day for any reason other than academic work is prohibited.
- Teachers and students may not mention members of the school community on any form of social media/networking without their consent unless the subject is of public concern and the speech falls under the applicable constitutional protections.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music with earphones is not permitted during class, without the permission of the teacher.
- The use of devices to watch non-academic videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded and the teacher.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point–to–point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- No file sharing software of any kind is to be installed on school computers, Chromebooks, or tablets.
- Sharing files within Google Drive, as long as the files are school-related and appropriate, can be done as part of the collaborative learning process afforded via G Suite for Education. Students should be mindful of how they best share collaborative work with one another and the permissions others are assigned in this process. Be sure to ask a CLS staff member for help if you are uncertain.

Downloading and Loading of Software

- CLS students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything that would be contrary to the values, beliefs, and practices of Cross Lutheran School.
- Educational apps/extensions/add-ons that would support and enhance the learning experience for CLS students will be added to the domain and/or student devices by the teacher or Cross administration appointee.
- Intentionally downloading harmful programs that could greatly jeopardize the CLS network and accounts is strongly prohibited and will be dealt with seriously.

Safety & Disclosing Information

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for their Cross G Suite account & other academic websites. This is important in order to protect the privacy of each student.
- Email & other electronic communication transmitted by Cross' equipment, systems, and network are not private or confidential and they are the property of Cross Lutheran School.
- Students are responsible for the content of all text, audio, or image files that they send and access over Cross' internet and email systems. Students' content should also reflect the values of Cross Lutheran School & Church.
- The school administration and classroom teachers have the right to view any files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day, as well as activity that is conducted from school-issued devices and/or user names. This may include, but is not limited to, logging website access, bandwidth, and network use.

- Students are prohibited from accessing faculty, administration, and staff computers, as well as school file servers for any reason.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.

Cameras

- School-issued Chromebook and tablets have built-in cameras. These cameras are intended to be used solely for academic assignments and collaboration. When not intending to use the camera as part of a school-assigned activity, students should make sure that their camera has not unintentionally turned on.

Devices

- Cross Lutheran School believes that the Chromebook and Chrome tablet will support a student-centered, collaborative, dynamic educational approach for the 21st century.

Handling the Device

- Students are responsible for the general care of the Chromebook device issued by the school. Here are a few tips that will help keep the Chromebook in working order.

General Care

- Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
- Refrain from carrying the Chromebook with the screen open.
- Refrain from placing anything on top of a closed Chromebook, especially when carrying books or other things. Chromebook on top!
- When opening the Chromebook, make sure it is stable on a flat surface such as a table or desk.
- When transporting the Chromebook, always keep it closed and protected inside the case. Never wedge the device inside a book bag because this may crack or break the screen or hinges.
- Do not expose the Chromebook to extreme temperatures for an extended period of time.

Screen care

- The Chromebook screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
- When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
- You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device.
- Do not poke the screen with anything that will mark or scratch the surface.

Device Damage/Loss

- Students should communicate any known damage to their devices immediately to their teacher and/or Cross Tech Support.
- Breakage and damages deemed as willful abuse or neglect will be considered vandalism and treated as follows:
  - The cost of repair and/or replacement of the device will be the responsibility of the student's family.

            - Additional consequences such as, but not limited to, loss of/suspension of Cross-provided technology privileges and other consequences deemed appropriate by school administration, per the guidelines set forth in the handbook.
            - If a device is broken or damaged, the student should provide any/all parts of the device to their teacher/Cross Tech Support. Our device protection plan requires that broken/damaged parts accompany the Chrome device sent for repair. Students will be charged accordingly for replacing the broken parts (i.e. Missing keys, charging cords, etc) needed to complete the repair.
        - Student (Student's family) may be required to pay for all non-warranty damages and/or the replacement costs due to loss/theft.
            - Incidents of accidental damage will be addressed on a case by case basis through the guidance and assessment of Cross administration and its appointees.
        - Students are responsible for their Cross-issued technology devices when in their possession. They are to follow the instructions and guidance provided by Cross staff/faculty at all times to ensure the best possible safekeeping and handling of the device.
- In the event of a classroom/school closure due to the COVID-19 pandemic, Cross will make available devices for students to bring home temporarily in order to stay connected to daily remote learning.
    - Parents and students will be required to sign a copy of the Cross Temporary Device Agreement prior to bringing home a device for a period of remote learning.

Mobile Devices
Personal mobile devices are not permitted to be used by students while on Cross' premises. Therefore, the use of these devices at Cross Lutheran School in itself violates the student handbook; however, if inappropriate content is being accessed and/or disseminated on personal devices while on school premises, additional consequences will be administered.

Privileges
The use of technology at Cross Lutheran School is a privilege, not a right; therefore, inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. Also, the school administrators and/or their appointees may deny access at any time as required and deemed appropriate.

Use of Cross technology resources must be in support of curriculum and research and consistent with the purposes, Mission & Vision statements, and values of Cross Lutheran School. Should a student act in any manner inconsistent with the values and expectations of Cross and outlined in the Student Handbook, then the student will be held to the disciplinary process stated in the handbook.

Cross Middle School Chromebook Initiative (5th-8th Grade Cross Students)

- **Overview**
  - Starting with the 2021-2022 school year, Cross students in 5th-8th grade do not pay a separate $100 annual technology fee at the time of registration. Our academic needs related to educational technology drastically changed as a school as a result of planning for the COVID-19 pandemic during the summer of 2020. Therefore, as we initially planned for only 5th-8th grade being 1:1 with Chrome devices, we quickly had to adjust that planning and incorporate technology within a 1:1 framework down through kindergarten. We have since budgeted this into our Cost per Student and no longer will charge a separate fee for technology at this time.
  - Cross middle school students will be issued the following:
    - A Chromebook with a unique Chrome management license and asset tag number
      - The Chrome management license allows us to manage the device through the cloud
    - Device specific charger and cord
    - Device insurance coverage - Accidental Damage Protection
    - Protective case and other deemed necessary protective equipment
  - An enhanced insurance plan is part of the Cross Middle School (MS) Chromebook Initiative. The exact parameters of the protection plan is as follows:
    - Accidental Damage Protection
      - Damage incurred by the Cross student to his/her school-issued device not due to willful negligence or intentional abuse.
      - Students should communicate damage to their devices immediately to their teacher and/or Cross Tech Support.
      - Coverage is limited to one (1) $100 max deductible per school year that is not due to manufacturing defects in materials and workmanship.
      - All subsequent service events per school year that are not due to manufacturing defects in materials and workmanship will be 100% the financial responsibility of the student's family.
    - Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student's family.
    - Warranty/insurance coverage is only in place while the student is enrolled at Cross.
  - A student who transfers out of Cross or otherwise does not graduate must return the Chromebook within 48 hours. If this does not occur, records will be held until the time when payment is received that will include the remainder of the student's device costs.

- **How will Chromebooks/ impact teaching and learning?**
    - Students will be able to use their Chromebooks for numerous class activities. They can participate in live polls, collaboratively work on projects with their peers and teachers, collect and analyze data, perform experiments in digital labs, write papers, type notes, communicate with teachers, submit assignments, etc.
    - Students will also be able to use these to stay organized. They will be able to manage their emails, calendars, task lists, documents, and folders.
    - The G Suite for Education, which consists of many apps, includes the ability to create documents, presentations, spreadsheets, use email, and store work in the cloud using Google Drive.
    - Students will also be engaged with non-Google learning resources that are appropriate to the subject matter being taught.
    - Students will not have access to download their own apps.
    - Parents seeking out more information about the G Suite for Education can visit https://edu.google.com
    - Over time, the technology integration will lead to learning activities which promote collaboration, communication, creativity, and critical-thinking. Based on the learning outcomes of each class and class period, teachers will determine how often to use the device.
    - Students will still use traditional textbooks, but the shift to digital textbooks will happen over time, especially as it becomes more cost effective to do so. Digital textbooks tend to be highly interactive, and are updated regularly with content. Often, they are accompanied with audio, multimedia, read-aloud functionality and may result in a tremendous learning advantage for students.
    - The incorporation of the Google experience will streamline both the student and teacher workflow. It also provides students with the skills necessary to become capable, responsible 21st century digital citizens.
    - Cross's primary emphasis will be placed on effective use of technology that stimulates critical thinking, collaborative work and student-centered learning.
    - Both teachers and students may be surveyed after the rollout and throughout the year to assess what is and is not working in the classroom.

- **Handling the Device**
    - Students are responsible for the general care of the Chromebook device issued by the school. Here are a few tips that will help keep the Chromebook in working order.
    - General Care
        - Never lift or move the Chromebook by holding the screen. Use two hands to pick it up by the base.
        - Refrain from carrying the Chromebook with the screen open.
        - Refrain from placing anything on top of a closed Chromebook, especially when carrying books or other things.

        - When opening the Chromebook, make sure it is stable on a flat surface such as a table or desk.
        - Check to be sure your power cords are not creating a tripping hazard for you or others.
        - When transporting the Chromebook, always keep it closed and protected inside the case. Never wedge the device inside a book bag because this may crack or break the screen or hinges.
        - Do not expose the Chromebook to extreme temperatures for an extended period of time.
    - Charging Your Device
        - Remember you must charge your device fully each night before you come to school.
        - Determine a consistent place to charge your device at home.
        - Insert all cords, cables, or other devices carefully. Be sure you use the correct ports.
        - When charging, be sure to place the Chromebook in an area that will prevent people from tripping over the power cord.
        - Be aware of switch outlets at home; turning out the lights may prevent getting a full charge.
        - Students should not plan to charge their devices at school.
    - Screen care
        - The Chromebook screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
        - When closing the Chromebook, make sure there is nothing resting on the keyboard such as a pen or pencil.
        - You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device.
        - Do not poke the screen with anything that will mark or scratch the surface.
    - Security
        - Do not leave the device in an unsupervised area such as the school grounds, gym, bathroom, hallway, or any other area that is not secured or supervised. When not with a student in a class, the Chromebook should be locked in the student's locker.
        - During extra-curricular events or activities, students should have Chromebooks locked in hallway lockers or locker room lockers or make appropriate arrangements with their coach or staff member.

- **Spare Equipment and Lending**
  - If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. All policies and agreements that govern and dictate the use of a student's Chromebook remain in effect for "loaner" Chromebooks.
  - A student who must use a "loaner" Chromebook because of repair or replacement will be able to do so for free.
  - If a student does not bring his/her Chromebook to school, or have it appropriately charged, may be required to borrow a device from the school. Students that require a loaned Chromebook in order to complete their academic responsibilities during the school day, may have to pay a rental fee if he/she continues to arrive at school unprepared without their school-issued device.
  - Arrangements must be made prior to the school day, which begins at 8:10 am, with the technology support staff or school administration to pick up the "loaner." Similar arrangements will have to be made when returning the loaned device.
  - A $150 maximum deductible will be charged to a student's account for accidental damage to a loaned Chromebook, not due to manufacturing defects in materials and workmanship.
  - A student's account will be charged the full cost of repairs/replacement due to malicious or intentional damage.
  - A student's account will be charged the full cost for a loaned Chromebook that is not returned.

- **Frequently Asked Questions**
  - **Why Cross Middle School Chromebook Initiative?**
    - Cross's initiative will provide a student-centered, collaborative, dynamic education for the 21st century. It will also better prepare our graduates for learning at the next academic level.

  - **I don't want my student to have a Chromebook, can I opt out?**
    - These devices will be an integral part of classroom instruction, and without a device, students would be unable to participate fully in classroom activities and assignments. We require all students (5th-8th grade) to bring their Chromebook to school daily.

  - **Can a student bring in his/her own laptop or device?**
    - No, we require that all students use the school-issued Chromebook in school. If students bring a multitude of devices that operate differently and do not have a common set of applications, it becomes challenging for classroom teachers to plan lessons. In addition, we do not allow non-school owned devices access to our wireless network.

- **How long will the device last?**
  - Chromebooks have very few moving parts in them and generate very little heat. Therefore, the life expectancy — so long as they are treated appropriately — is fairly significant. Six years or more is not unrealistic. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.

- **How will the school monitor the students' searches and activity?**
  - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the school or for any purpose that furthers the interest of the school. By using the Chromebook or school issued Google account on other devices, students and their families agree to such access, monitoring, and/or recording of their use. Violations of the policy can result in appropriate disciplinary action, including the student being suspended from using the school network and device. It is important for the students to logout of their accounts when not being used.

- **Who is responsible for updating the device?**
  - All Chromebooks are supplied with the latest build of the Chrome OS. The Chrome OS will automatically install updates in the background and will make the latest version available when the computer is shutdown and restarted.

- **Will students be able to take the device home?**
  - Yes, 5th - 8th grade students can take the device home throughout the school year.
- **Can my student print materials from the Chromebook?**
  - At this time, printing from the device will be very limited while at school, as we are trying to encourage the use of sharing documents electronically between the students and teacher.

- **Do students have to bring their device to school every day?**
  - Yes. We expect students to bring the device with them to school daily.

- **What if a student forgets to charge his/her Chromebook at home?**
  - A student is responsible for charging his/her Chromebook the night before any school day. We expect students to bring their devices to school fully charged. If one is available, students who do not bring a charged Chromebook to school may be issued a loaner device for the day. However, we have a limited number of loaners available.

- **What happens if my student forgets his/her Chromebook at home?**
  - If one is available, students who do not bring their device may be issued and charged a loaner device for the day. However, we have a limited number of loaners available.

- **What happens if my student's Chromebook is being repaired?**
  - A student whose Chromebook is being repaired will be issued a loaner. Priority for "loaners" go to students whose Chromebook was damaged or that is in for repair prior to students who forgot to charge their device or who forgot to bring it to school.

- **How is one student's Chromebook identified from another student's Chromebook?**
  - All the Chromebooks are the same and look very much alike. However, each will be tagged digitally on the management system as well as physically on the actual device. Students should keep the physical tag in place and not tamper with it in any way, shape, or form. If any physical identifying label peels or becomes damaged, students should let the appropriate personnel know so that it can be replaced.

- **Can students personalize the Chromebook?**
  - Since the Chromebook is not officially the property of the Cross Lutheran School student, we are asking that devices not be personalized.

- **How do I get a Chromebook?**
  - All students will get their Chromebooks through Cross' lease-to-own program. This allows our technology team to register and configure the devices prior to student training and deployment. In order to receive the Chromebook on the first day of the school year, a student's family must have paid the technology fee.

- **Is there anything else my student needs to go with the Chromebook?**
  - It is required that students have a pair of headphones. They may choose to purchase a USB-connected mouse or a USB flash drive to use with the device; however, neither of the latter items are required.

- **What happens if the Chromebook is damaged?**
  - If the Chromebook is damaged due to normal usage or unavoidable accidents, the school will repair or replace the damaged equipment according to the established warranty/insurance explained earlier in this document. Please bring in all of the broken pieces of the device to the office for repair. Repair costs associated with breakage and damages deemed as willful abuse or neglect will be the responsibility of the student. This includes full device replacement. Purchasing a replacement device does not relieve responsibility for any remaining lease-to-own payments.

- **What happens if the Chromebook is lost or stolen?**
  - Loss or theft of the device is the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Purchasing a replacement device does not relieve responsibility for paying for any remaining lease-to-own payments.
  - If the Chromebook is lost or stolen, we can deactivate it from our management console upon notification by the student.

- **What happens to the device at the end of each school year?**
  - For returning 5th-7th grade students, at the end of each year, the Chromebooks may be collected by Cross, if deemed necessary. Nearly all Chrome OS updates are pushed out to our devices via the web, so, unless we needed to physically update the Chromebook device, students would be able to keep them over the summer. Graduating students will have an option to buy out devices that get "cycled out" after each academic year; otherwise, 8th grade students will have to turn in their Chromebook along with its charger and protective case along with their textbooks and other academic materials.

- **Do you have to be connected to the internet for the Chromebook to be operational?**
  - Like any modern computing device, a Chromebook is fully functional when connected to the Internet. At the same time, Google continues to build more features into the Chrome OS, allowing the Chromebooks to work offline when no Internet access is available.

G Suite for Education Waiver

August 2022

Cross parents and guardians:

At Cross Lutheran School, we will use G Suite for Education during our 2022-23 school year, and we are seeking your permission to provide and manage a G Suite for Education account for your child and/or invite them to participate in activities that utilize this educational platform. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cross Lutheran School, students will use their G Suite accounts to complete assignments, communicate with their teachers & classmates during home-learning, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child; however, it will be extremely difficult for your student to complete daily work and receive credit without a school-issued account. A mandatory meeting with the principal would be required of the parents to discuss their concerns in greater depth. **The G Suite account will also allow us to connect E-learning students to the class curriculum and assignments from home and also support academic continuation during a potential class/school shutdowns due to the COVID-19 pandemic. It is ultimately your decision, as the parent/guardian, to give permission for Cross to create a G Suite account for your child(ren). It will make, especially during our 2022-23 school year, staying connected with classroom teachers and engaged in the learning process, regardless of where it may take place, more organized and streamlined.

Parent & Guardian Electronic Signature on the last page of this Cross Technology Handbook additionally attests that,

"I give permission for Cross Lutheran School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below."

Thank you,

Brett Hardecopf

Principal

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail
Google+
Calendar
Chrome Sync
Classroom
Cloud Search
Contacts
Docs, Sheets, Slides, Forms
Drive
Groups
Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
Jamboard
Keep
Sites
Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

YouTube
Kami
Sketchpad
Khan Academy
SeeSaw

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Cross Lutheran School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
location information, as determined by various technologies including IP address, GPS, and other sensors;
unique application numbers, such as application version number; and
cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

As applicable for Cross Lutheran School, we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child’s personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
Cross Lutheran School G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Cross Administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Cross Administration.. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at https://www.google.com/edu/trust/), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at https://www.google.com/intl/en/policies/privacy/).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see https://support.google.com/a/answer/2888485?hl=en), insert: and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

G Suite for Education Acceptable Use Policy

Use of the Services is subject to this acceptable use policy ("AUP").

If not defined here, capitalized terms have the meaning stated in the applicable contract ("Agreement") between customer, reseller or other authorized user ("You") and Google.

You agree not to, and not to allow third parties or Your End Users, to use the Services:

- to generate or facilitate unsolicited bulk commercial email;
- to violate, or encourage the violation of, the legal rights of others; for any unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- to interfere with the use of the Services, or the equipment used to provide the Services, by customers, authorized resellers, or other authorized users;
- to alter, disable, interfere with or circumvent any aspect of the Services;
- to test or reverse-engineer the Services in order to find limitations, vulnerabilities or evade filtering capabilities;
- to grant multiple individuals access to an individual End User Account other than via the delegation features provided within the Services;
- to create End User Accounts assigned to business functions rather than to human beings for the purpose of sharing files within or outside of the domain;
- to resell End User Accounts or parts thereof as added into a commercial product offered to third parties;
- to record audio or video communications without consent if such consent is required by applicable laws and regulations (You are solely responsible for ensuring compliance with all applicable laws and regulations in the relevant jurisdiction(s)).

If You use G Suite for Education, You agree to use the Services or any Additional Services made available to End Users for educational purposes only, as authorized by your school. Your school must obtain parental consent for the collection and use of personal information in the Additional Services that it allows End Users to access before allowing any End Users under the age of 18 to use those services.

Your failure to comply with the AUP may result in suspension or termination, or both, of the Services pursuant to the Agreement.

Cross Temporary Device Agreement

Cross Lutheran School will use Chromebooks and Chrome tablets as learning devices to support and extend the learning process inside the classroom. **Students in grades K-4** may be issued a school-owned/school-rented technology device to take home if requested for remote learning purposes in order to stay connected.

Terms:

Students in grades K-4 must comply with the applicable sections of the Cross Technology Handbook at all times. Students may not download apps, games, or other content onto the device unless directed by a teacher. Violations of these terms may result in suspension of students' rights to use the device.

Parents must sign the Cross Temporary Device Agreement and be approved by designated personnel at Cross Lutheran School to pick up the Chromebook or have the student take the device home.

Ownership:

Legal ownership of the device is that of Cross Lutheran School.

Return Policy:

At the end of the remote learning time period, devices will be returned to Cross Lutheran School to be checked and inspected prior to being released back into general usage in the classroom. Failure to return devices in a timely manner will result in the corresponding costs to replace these items.

Loss or Damage:

If property is damaged, the family of the student is responsible for the cost of repair or, if applicable, market value replacement cost on that date. Loss or theft of a device must be reported to the school by the next school day after occurrence, along with any accompanying police reports and/or insurance documentation. Student (Student's family) is required to pay for all non-warranty damages and/or the replacement costs due to loss/theft.

General Information:

When students return to in-school attendance, they are required to bring their devices back to school the day they return. Students should not delete any folders or files that they did not create or store themselves. Students should not loan, borrow, or share their device or login information with others. Cross Lutheran School has the right to inspect the contents of all devices at any time, or to request the return of the device for maintenance or service. This document is an attachment to the Cross Technology Handbook in which all other procedures and policies still apply.

Device Terms Signature Page:

By signing this agreement, we affirm that we have read this information with our child(ren) and understand the terms of the Temporary Device Agreement.

_____ _____

Parent Signature Date

Student Name	Device Number	Serial Number	Date in/Date Out

Cross Technology Handbook: Parent/Guardian/Student Sign-Off

*By completing the Google Form electronic sign-off (**Click Here**), it attests that,*

Parents/Guardians:
"I have read the Cross Technology Handbook and agree to work with my children to help them best understand Cross' technology expectations. I will support Cross Lutheran School's expectations in this document and hold my child(ren) accountable to these standards while at Cross and also while using Cross-issued technology elsewhere as well."

Students:
"I have read the Cross Technology Handbook and agree to abide by the rules and expectations within it as they relate to the use of Cross-issued/Cross-provided technology resources. If I am uncertain or unclear about something related to Cross technology, I will ask my teacher, parent, or other Cross staff member for clarification."

Your electronic signature also indicates that within the Cross Technology Handbook you were made aware of the following information:

- Cross' Acceptable Use Policy
- Cross' Middle School Chromebook Initiative (5th - 8th Grade Students)
- G Suite Educational Waiver
- G Suite Notice to Parents & Guardians
- G Suite for Education Acceptable Use Policy
- Cross Temporary Device Agreement