



## **Background**

Access to technology provides students with opportunity to develop the competencies noted in the Ministerial Order on Student Learning, aligns with the goals of Inspiring Education, and promotes the development of future-ready students. CGCS believes that one-to-one technology provides all students with anytime, anywhere access to digital learning.

All students are expected to develop the attitudes and skills necessary for responsible, safe, digital citizenship.

The school has a BYOD (Bring Your Own Device) requirement. The school may loan devices for short term use when a student's device fails. This ensures access to essential technology as an interim measure while a device is being repaired. As well, the school may loan devices for long term use in situations of financial hardship. Requests for devices on long term loans are to be made to the Principal. Such requests are considered on a case by case basis.

### **1. Student Use of CGCS Devices**

In the case that a student borrows a CGCS device, the student is responsible for the use, care and security of the CGCS iPad or laptop. Use of CGCS technology, including devices and the network, is subject to the Responsible Use Agreement (AF140D) that parents/guardians and students are expected to sign as acknowledgment of their understanding and commitment to the conditions of use. Parents/guardians are responsible for replacement costs for damaged, stolen or lost devices.

### **2. Loaner Devices for Short or Long Term**

- 2.1. Subject to inventory, iPads and laptops may be available for short term loan to students whose devices fail. The short-term loan supports learning while the student's device is being repaired or replaced. There is no cost for use of a loaned device, but the student is responsible for any fees associated with repairs or loss due to theft or misuse.
- 2.2. In cases of financial hardship, the school may loan a device to the student. Long term loans are subject to inventory and availability. A long-term loan is intended to support students in situations of hardship. Long term loan of devices will be determined on a case by case basis by the Secretary Treasurer upon referral from the Principal.

### 3. Technological Platform: G Suite

Along with many school authorities in Alberta, the Calgary Girls Charter School uses G Suite for Education (formerly Google Apps for Education or GAFE). G Suite provides an engaging online environment for students and teachers to create and collaborate on lessons and projects using Gmail and Google Classroom. CGCS recognizes the value of these web applications as relevant learning and communication tools for students to develop digital citizenship skills.

The Gmail accounts issued to students by CGCS are within the school's managed Google account. Gmail and G Suite for Education differ from personal Gmail and Google. When students use G Suite they are not subjected to advertising, nor is their information provided to third parties for other uses. All information in G Suite is encrypted while in transit to or from and while in cloud-based storage.

Personal Student information, report card marks and comments, Individualized Program Plans (IPP's), and contact lists are not to be stored or transmitted using Google.

Gmail and G Suite access isn't forever. When a student leaves CGCS, access to the account is lost immediately including G Suite data and email which is soon deleted by CGCS. CGCS does not grant access to retrieve files once a student has left the school.

However, Google has tools to help a student retain personal files including: download a copy of individual files or folders; forward important emails to another personal email account, transfer content to a personal (not CGCS) Google account, download items owned by the student into a zip file for storage on an external drive or memory stick.

#### Reference:

Alberta Education: Learning and Technology Policy Framework Ministerial Order on Student Learning (#001/2013)  
Bring Your Own Device: A Guide for Schools (AB Education)  
Guide to Education: ECS to Grade 12