

The Calgary Girls' School is deeply committed to technology as a vital tool for our students, teachers, and parents. The school, in partnership with families, emphasizes the development of a healthy and safe approach to technology. One-to-one computing at CGS is intended to provide students with continuous access to technology for the school year. We believe that the opportunity to lease a device provides families with affordable access to technology. All students in Grades 4 through 8 must participate in the lease program. All students in Grade 9 must participate in the Grade 9 Technology Program. Please see the IT Services page on the CGS website. It is the student's responsibility to honor the Acceptable Use Agreement and uphold the CGS Technology Values both online, offline, at school and at home.

**Please choose the correct program for your daughter:**

- we agree to participate in the technology lease program for the 2015-2016 school year.
- our daughter is in grade nine. We will agree to participate in technology at Calgary Girls' School within the parameters of the grade 9 program; a) buyout her current laptop and use for grade 9 or b) purchase a new laptop as described in personally owned computers.
- we will continue with our grandfathered personally owned laptop program for the 2015-2016 school year and understand that any damages or loss are our financial responsibility.

### **Calgary Girls' School Technology Values**

<b>Values</b>	<b>Responsibilities</b>
---------------	-------------------------

<p>We value <b>communication</b>; therefore, I will</p>	<ul style="list-style-type: none"> <li>• not store any files (documents, pictures, movies, programs) that are inconsistent with the Calgary Girls' School's policies and values;</li> <li>• never send or display offensive messages or pictures;</li> <li>• use appropriate language;</li> <li>• maintain my browser history;</li> <li>• not spam (including using the school email for spamming purposes).</li> </ul>
<p>We value <b>privacy</b>; therefore, I will</p>	<ul style="list-style-type: none"> <li>• use only the accounts assigned to me by the Calgary Girls' School (I will not use my CGS email address to sign up for Twitter/Instagram/Snapchat etc.);</li> <li>• keep personal information about myself, family, friends or faculty private;</li> <li>• only use software that the school has provided. An updated list of acceptable software can be seen here <a href="http://calgarygirlsschool.com/it-services/">http://calgarygirlsschool.com/it-services/</a>.</li> </ul>
<p>We value <b>honesty and safety</b>; therefore, I will</p>	<ul style="list-style-type: none"> <li>• never engage in behavior that puts myself or others at risk;</li> <li>• never disguise or conceal my identity;</li> <li>• never attempt to defeat security to access blocked websites;</li> <li>• never employ the network for commercial purposes;</li> <li>• only install new software, or modify or delete any existing software with permission of CGS IT Services staff;</li> <li>• abide by copy-write, plagiarism and all other intellectual property laws.</li> </ul>

<p>We value <b>learning</b>; therefore, I will</p>	<ul style="list-style-type: none"> <li>• be mindful of my use of limited resources such as paper, printer toner, digital storage space and network bandwidth;</li> <li>• have a positive attitude and be willing to explore different or new technologies;</li> <li>• evaluate the validity of information presented online;</li> <li>• ask questions and seek help when using school technology;</li> <li>• apply existing knowledge to generate new ideas, products or processes.</li> </ul>
<p>We value <b>respect for self and others</b>; therefore, I will</p>	<ul style="list-style-type: none"> <li>• respond thoughtfully to the opinions, ideas and values of others;</li> <li>• not send or share mean or inappropriate emails or texts;</li> <li>• not upload or post personal information, private communications or photos of other people without permission.</li> </ul>
<p>We value <b>respect for school and personal property</b>; therefore I will</p>	<ul style="list-style-type: none"> <li>• take proper care of all equipment;</li> <li>• report damage, misuse and/or inappropriate content to my teachers or adults immediately.</li> </ul>

All iPads and MacBook Airls leased through CGS will be enrolled in the AppleCare Protection Plan (APP) Warranty program. Click below for details of the warranties:

For iPad, iPad mini and iPad Air, bought and used in Canada

<http://www.apple.com/legal/warranty/products/ios-warranty-canada-english.html>

For MacBook Air

<http://www.apple.com/legal/warranty/products/embedded-mac-warranty-canada-english.html>

**Any damage that is incurred by the student that falls outside of what is implicitly covered by the APP will be the financial responsibility of the student's family. **APPLECARE DOES NOT COVER LIQUID OR COSMETIC DAMAGE, OR DAMAGE AS A RESULT OF ACCIDENTAL DAMAGE TO THE DEVICE.****

---

## **1. Communication**

- I will use language that is appropriate when submitting academic work, participating in online forums and working collaboratively. I will be thoughtful and mindful about the language I use when posting online or sending personal messages to someone else. I will be mindful of how my words may be interpreted by others. I will not use profanity or any language that is offensive to anyone.

## **2. Privacy**

- I will be aware of privacy settings and refrain from subscribing to an account from websites that are not approved by CGS staff (Facebook, Twitter, Instagram etc.). I understand that anything I do online or electronically is not private and can be monitored. I will not share any personal information about myself, family or faculty. This includes photos, passwords, home addresses, phone numbers, ages, and birth date.

## **3. Honesty and Safety**

- I will not engage in behavior that puts myself or others at risk. I will represent myself honestly. This includes accessing the network using an account other than my own. I will seek help if I feel unsafe, bullied or witness unkind behavior. I will only communicate with people I know. I will follow safety guidelines posted by sites to which CGS subscribes.

## **4. Learning**

- I will have a positive attitude and be willing to explore different technologies. I will evaluate the validity of information presented online and understand that not everything online is true. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.

## **5. Respect for self and others**

- I will not upload or publish personal information, private communications or photos of other people without permission. I will respond thoughtfully to the opinions, ideas and values of others. I will not send or share mean or inappropriate emails or texts.

## 6. Respect for school and personal property

- I will take care of all equipment on campus. I will report damage and/or inappropriate content to my teachers and CGS IT services staff immediately upon discovery. I will use the computers on campus for school related purposes only.
- 

I understand that it is my responsibility to honor the Acceptable Use Agreement and uphold the Calgary Girls' School Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Acceptable Use Agreement.

I have read the Acceptable Use Agreement and agree to follow these rules and guidelines when using technology. This applies while I am at CGS as well as when I am off campus.

### **Parent Section:**

I hereby release Calgary Girls' School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the CGS network. I will instruct my child regarding the expectations of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at CGS. I understand that it is impossible for CGS to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that CGS encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and passwords for their CGS student account.

**I agree to participate in establishing a secure APPLE ID account for my daughter. (Instructions to be made available in August, 2015).**

### **Consequences for Breaches of this Acceptable Use Agreement**

A breach of any of the expectations in this agreement will be considered serious and will immediately be reported to our school leadership team. Each situation will be considered independently and consequences could range from a discussion about the rules and expectations regarding device usage, to a complete withdrawal of access to

all technology. It is our goal at CGS to work with our families to keep our students safe in a world of technology. After reading the above-stated rules with your child, please accept below.

As the parent or legal guardian of student(s) attending CGS, I grant permission for the student(s) in my family to access networked technology services and school technology hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I have reviewed this document with my daughter(s).

**I have read and agree to the above information regarding technology and student use at Calgary Girls' School.**

## **CGS LEASE INFO**

### Rules for CGS Owned (Leased) Devices

The devices issued to the students are the property of the Calgary Girls' School. Before students are permitted to take the devices home, students and parents or guardians must accept the current acceptable use policy, the CGS Apple ID Agreement, and accept the Apple Protection Plan agreement. Students must use the supplied case for their device. **Students will be held responsible for any damages not covered by AppleCare Protection Plan.**

## **PERSONALLY OWNED - SEPARATE DOCUMENT**

This pop up appears if a family chooses “Personally Owned” grandfathered or for grade 9 above:

This fee will cover the initial time that our IT technician spends to image personally owned laptops to CGS specifications for the school year and the removal of software in June as well as all software necessary for the student’s academic program. Our IT personnel are more than willing to support day-to-day operations of personal laptops, such as general helpdesk support and superficial diagnosis with recommendations for further support through a local Apple Store or Apple authorized repair shop. While the laptop is out for repair, CGS will do our best within inventory limits to provide a CGS loaner laptop for your daughter to use.

### **EXPECTATIONS FOR PERSONALLY OWNED COMPUTERS:**

- If purchasing a student-owned laptop for use in Grade 9, the laptop must be a new (current) MacBook Air. This model is required to ensure that the CGS software image (built on current MacBook Air hardware) will install and work smoothly.
- The program fee for personally owned computers is \$150 unless the student is already enrolled in our current grandfather program where the fee will be \$70 for the 2015-2016 school year.
- Any repair not covered under the AppleCare Protection Plan (APP) will be covered by the student’s Parent or Guardian.
- Any theft must be immediately reported to the police and the school. In the event of the theft of the laptop, the protective sleeve, and /or the AC power adapter, the family must provide a copy of a police report to the school.
- Wanton, willful or purposeful damage or destruction is not covered under the Apple Protection Plan. Liquid spills are preventable and not covered.
- CGS recommends that students purchase a durable protective case for their laptop.

Laptops that are personally owned by students and their families must be dedicated to daily school use for the individual student. The use of a MacBook by each student at CGS is a privilege, not a right. This privilege can be revoked. Before students are permitted to use their personal laptops at school, students and parents or guardians must review the online orientation, accept the current acceptable use policy, as well as provide payment to the school for the laptop maintenance at CGS standards.

In order to achieve uniformity of use with the CGS owned MacBooks in the classroom setting, the following maintenance of personally owned MacBooks is required for them to work on the CGS network as well as at home.

- MacBook must meet the minimum standard model (early 2009, model identifier MacBook 5,2)
- Intel Core 2 Duo (P7350) 2.0 GHz
- 1066 MHz system bus
- 4 GB RAM
- Administrative settings for accounts and software will be managed by CGS.
- The laptop must have the CGS image (programs and account settings) installed by CGS IT Services.
- Additional program installations (home printer drivers) desired by families will be provided by the family and installed by CGS.
- MacBooks must be submitted to CGS on the first day of school to be set up for school use.