



June 4, 2018

Dear Parents/Guardians;

The following three pages provide **important information** about technology changes at CGS.

A. Technology Devices and Fees: Calgary Girls' School is phasing out the *Fee for Use* of school owned technology (iPads and laptops) in favour of a *bring your own device* (BYOD) model. The phase in will occur over a two-year period, depending on the age of your child's device.

Alberta Education, in *Bring Your Own Device: A Guide for Schools*, outlines significant benefits to BYOD: student familiarity and ease of use; care and customization of a personally owned devices; extending learning through increased and expanded access; currency and ubiquity; as well as cost and sustainability. These factors informed our move to BYOD.

- Returning students continue with *fee for use* of their assigned iPad or laptop until the device is fully depreciated at which time CGS will transfer ownership at no cost to the student. Following ownership transfer, the student participates in BYOD and may continue to use the same device until it is no longer functional. Parents will receive individual letters next week to confirm details of their child's device. Any applicable Technology Fee will be posted in Family Zone and is due September 1.
- New students participate in BYOD. Devices do not need to be new or expensive. In September, the school's preferred vendor will offer devices at an education discount; however, parents may purchase from any vendor of their choosing.

B. G Suite for Education: Most school authorities in Alberta have followed Edmonton Public which in 2011 adopted Google Suite for Education to solve the complex issues of different operating systems and software across mobile devices.

- G-Suite is platform neutral as the cloud-based core service tools (Gmail, Calendar, Classroom, Drive, Docs, Forms, Groups, Talk/Hangout, etc.) are accessible whenever a student or teacher logs on to her/his school-based account from any device that is connected to the internet.
- G Suite will be accessible to students and staff through an account created and managed by the Calgary Girls' School. Within G Suite there are no ads, nor mining of personal data for the purpose of targeting ads. The school's G Suite for Education account provides an ad-free, secure environment for students and staff. CGS will continue to emphasize safe, ethical, responsible digital citizenship.

APPENDIX A: Returning Students

CGS recommends that returning students continue in the *fee for use* of iPad or laptop until the device is fully depreciated. Device ownership will then transfer from CGS to the student at no additional buy-out cost. Following ownership transfer, the Student is part of BYOD and may continue using the same device. Parents should replace a device only when it is no longer functioning or the cost of repairs exceeds the value. The following table shows the transition plan from school-owned to BYOD. The type of device, year of enrolment, and fees paid to date impact the date when ownership transfers at no cost. Parents may choose to buy-out before that date.

Individual letters will be sent to parents of all returning students to confirm the device and the end of *fee for use* cycle resulting in ownership. Applicable fees due September 1 will be posted in Family Zone.

Technology Device & Fee for Student Enrolled Continuously from Grade Four (Example ONLY)

Grade Returning Student is Entering September 2018/19	User Fee	Buy Out	Other
Grade 4 – BYOD	No Fee	N/A	All grade 4 students are new to CGS
Grade 5: Bring iPad issued in grade 4	\$300	N/A	Ownership transfers with no buyout. (Fee = buyout)
Grade 6: Bring iPad issued in grade 4 or 5	No fee	No fee	Ownership transfers in September. Bring a keyboard for your iPad. Keyboards cost about \$100.
Grade 7: Bring iPad issued prior to grade 7	No fee	No fee	Continue using the iPad & keyboard, or any other personally owned device (e.g. laptop)
Note: The iPad in a sturdy case is a durable device that should last several years.			
Grade 8: Bring laptop issued in grade 7	\$410	\$820*	Final fee (\$410) for ownership due following (2019/20) school year.
Grade 9: Bring laptop issued previously	\$150	N/A	Continue using the laptop, or any other BYOD. Ownership transfers. (Fee=buyout)
Notes: <ul style="list-style-type: none"> ○ *Buy out is an option but not required. ○ Any remaining Apple Care (laptops only) will transfer with ownership. ○ Technology fee-for-use or buy-out payment can be made through Family Zone. ○ Any variations on these fees results from the Student's time of enrolment and fees paid to date. These will be noted in an individual letter to the parents of the Student. 			

See Appendix B for additional information about BYOD.



APPENDIX B: New Students

Bring-Your-Own-Device: The device needs to be exclusively for your child's learning. Devices do not have to be new, and if not, parents are reminded to wipe off any personal information from other users in order to protect privacy and confidentiality.

Devices do not need to be expensive and should be replaced only when they no longer function. Students who take care of their devices will find they last for several years. A sturdy case is advised to protect against accidental drops.

For ease of use and uniformity in the classroom, most students in grades 4 and 5 will be using iPads which easily expand for use beyond these grades with the addition of a plug-in key board. Most students in grades 8 and 9 will be using laptops. Since all students will be using G Suite's services within the CGS managed account, the type of laptop or tablet does not matter.

Suggestions, Considerations and Specifications:

The device must be able to connect to the internet using our wireless network. The technology learning tools are web based. Otherwise, be sure the device supports the child's learning use.

- iPad Air running iOS 10 or later
- Mac laptop running macOS 10.12 or later
- PC laptop running Windows 8.1 or later
- ChromeBook released in 2016 or later
- iOS or Android devices no more than 3-4 years old
- **All BYODs must have an active antivirus subscription**

LOANED DEVICES: Subject to available inventory:

- Short Term: iPads and Mac laptops will be loaned to students at no fee for up to two weeks when a student's device fails. These ready to go devices are available for sign out from the Learning Commons.
- Long Term: Devices may be loaned for long term subject to a \$25 monthly fee. Parents requesting long-term use of a loaned device must complete the **Fee Subsidy Form** available at <http://calgarygirlsschool.com/wp-content/uploads/2018/04/School-Fee-Subsidy-Guidelines-and-Form.pdf>