

## ACADEMY INFORMATION SERVICES KINDERGARTEN – GRADE 6

Welcome to Master's Academy Information Services (IS) for students in Kindergarten – Grade 6. Please review the following information regarding technology usage at Master's Academy. Technology will be used to enhance learning, enabling students to access, work with, and communicate knowledge and information.

### GENERAL INFORMATION

- Apple laptops are available in all Kindergarten – Grade 6 classrooms. They are stored on a cart and can be shared between classes to ensure that students have access when needed.
- Students can work in a wireless environment. Our school is fully covered with a high-speed wireless network, giving students fast and easy access to the worldwide web with a 3.0Mbps connection speed.
- Laptops are updated with the latest software available. We provide students with a wide variety of software under the Apple and Windows platforms.
- Network security is a top priority at Master's. With a very proficient firewall, our IT Department ensures that the private information of staff and students is protected. In addition, our internal security features prevent users from accessing inappropriate material when on campus.
- Master's Academy & College has the right to block any site that is considered inappropriate, including games and videos.
- Once students are enrolled at Master's, they are assigned their own network account and email address. Under this account, students can access the Internet as well as create and save school projects.

### TAKING CARE OF LAPTOPS AND RESPECTING OTHERS

Although Macs are fairly sturdy machines and are built to withstand certain environmental pressures, accidents do happen. Should a student cause damage to a machine, the student responsible for the damage will be expected to cover all costs associated with the repair.

### G SUITE AT MASTER'S

At Master's Academy & College, we use G Suite for Education. 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 Master's, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. In addition to the core services available in all G Suite for Education accounts (Gmail, Calendar, Docs etc.), Master's has activated the following additional Google services for use by our students: Google Search and assistant, Google Earth, Google Groups, Google Maps, Google Individual Storage, and YouTube. Students are assigned a G Suite account, typically using the naming convention [firstname.lastname@masters.ab.ca](mailto:firstname.lastname@masters.ab.ca).

For any questions regarding our Academy Information Services, please feel free to contact our IT department:

**Andrew Betts, IT Department**

[andrew.betts@masters.ab.ca](mailto:andrew.betts@masters.ab.ca) | 403-242-7034 ext. 2370