



Master's Academy Technology Program Guide

Welcome to Master's Academy Information Services (IS) for students in Kindergarten through Grade 6. Please review the following information regarding technology use at Master's Academy & College.

Technology is used to enhance learning by enabling students to access, create, collaborate with, and communicate knowledge and information effectively.

General Information

- Apple devices are available in all Kindergarten–Grade 6 classrooms. Devices are stored on mobile carts and assigned individually to every student.
- Students work in a wireless environment. Our campus is fully covered by a high-speed wireless network, providing fast and reliable access to online resources.
- All devices are maintained with the latest available software updates. Students have access to a wide variety of educational applications and tools within the Apple ecosystem.
- Network security is a top priority at Master's Academy & College. Our IT Department maintains enterprise-level security systems and firewalls to help protect the personal information of students and staff. In addition, content filtering and security measures help prevent access to inappropriate content while on campus.
- Master's Academy & College reserves the right to block access to websites, applications, videos, games, or other online content deemed inappropriate for educational use.
- Upon enrollment, each student is assigned a school-managed Google account and email address.

Caring for Devices and Respecting Others

Although Apple devices are designed to withstand normal daily use, accidents can happen. Students are expected to handle all technology equipment responsibly and with care.

If a student causes damage to a device through negligence or misuse, the student and/or their family may be responsible for covering the costs associated with repair or replacement. In addition, students are expected to demonstrate responsible digital citizenship at all times when using school technology, online platforms, and internet resources. This includes communicating respectfully, protecting personal and others' privacy, using technology ethically, and engaging in online activities that reflect the values of the school community.

Students must not participate in cyberbullying, harassment, inappropriate messaging, plagiarism, unauthorized sharing of content, or any activity that may harm, threaten, or disrespect others. All online interactions, whether conducted on school networks, devices, or learning platforms, should be characterized by integrity, kindness, and accountability.

Students are reminded that their digital actions leave a lasting footprint and are expected to make choices that promote a safe, positive, and productive online environment for themselves and others.

Google Workspace at Master's

Master's Academy & College uses Google Workspace for Education, a suite of productivity and collaboration tools used by millions of students and educators worldwide.

Students use their Google Workspace accounts to:

- Complete assignments
- Collaborate on projects
- Communicate with teachers
- Access learning resources
- Develop responsible digital citizenship skills

Core Google Workspace services include:

- Gmail
- Google Calendar
- Google Docs
- Google Sheets
- Google Slides
- Google Classroom

In addition, Master's Academy & College enables access to a variety of Google services and applications, including but not limited to:

- Google Search
- Google Assistant
- Google Earth
- Google Groups

- Google Maps
- Google Drive Storage
- YouTube

Students are assigned a Google Workspace account using the standard naming convention:

firstname.lastname@masters.ab.ca

Contact Information

If you have any questions regarding Academy Information Services, please contact the IT Department:

Help Desk

Information Technology Department

helpdesk@masters.ab.ca

403-242-7034 ext. 2370