

## Introduction

Dear New User,

Welcome to Gillotts. At the school we run a secure network for staff and students based on what is called a federation of services – in our case, we use Microsoft Servers for user and security policy creation and operation and then the Google Suite for Education services for our email and many of the tools the students and teachers use in the classroom.

Since 2016 we have operated a BYOD (Bring Your Own Device) Policy as we believe that it's important that we embrace what has become the norm, in terms of the capabilities of modern phones and smart devices. By including them within part of school life we can help to ensure students have not only a better understanding of the devices but also a better appreciation of the risks and how to use devices “properly”.

As a user on our network you will have access to our intranet page (called Freedom page). There you will find a link to the IT helpdesk. If you have a question about IT, please use this link or you can email: [gillotts.support@euroele.com](mailto:gillotts.support@euroele.com) directly.

I very much look forward to working with you, welcome to the school.

Regards



Andrew Cole  
IT Services Manager

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## **How to log in to the school computers**

We use an initial and surname format for our users – for instance my email is [acole@gillotts.org.uk](mailto:acole@gillotts.org.uk), in cases where you have “-“ in a double barrelled name or “ ‘ “ for O’Brien etc, spaces and special letters will be removed, so Alison Havey-Smith and John O’Brien would be `ahaveysmith` and `jobrien` respectively.

For new users – we base your first password your initials and date of birth – so someone called Joe Bloggs who was born on 26th March 2002 would have the username `jbloggs` and password `JB260302`!

When first logging on in school - **Change your password!**

The first time you log in to a school computer, you may be prompted to change your password. If this doesn’t happen, please press the *Ctrl*, *Alt* and *Del* keys at the same time and click on *Change a password*.

## Password Tips

Remember – if a password is so difficult to remember you have to write it down, it is a bad password.

Use the advice in the list below to help you choose a strong password:

- **Never** use a space as the first character in your password; if you do, you might not be able to log in again after changing it
- avoid using your first or last name or names of your immediate family members because other people might know their names; has your uncle got an embarrassing middle name not many people know? - consider using that!
- if you are well-known for being a sports fan, don't use the name of your favourite team; the same applies to music and film fans.
- pets' names might be easy to remember, but if possible, use the name of your first pet rather than any current pets
- include capital letters, numbers and symbols - put the capital letter in the middle of the password, not at the start
- if there is a number which is significant to you, use the special character on that key instead, e.g. use \$ instead of 4 (shift + 4 key)
- consider using a passphrase rather than a password. For example, you could use tbontbitq taken from "to be or not to be, that is the question"

Ideally, you should never write down a password, however with an ever-increasing number of different passwords which we have to use, sometimes remembering them all can be difficult. If you do need to write them down, follow the advice below:

- do not write them anywhere other people might see them
- never write the username and password together
- do not write the full password, but something which can remind you what it is, e.g.
  - write "first cat" rather than "tibbles"
  - write "anniversary" rather than "15"

## Connecting to Gillotts School Wi-Fi

1. For obvious reasons the school's Wi-Fi service is subject to a strict filtering policy. This filtering provided by Lightspeed is linked directly to your user settings, as such as a member of staff or as a student your connection will automatically be routed through filters appropriate for your user. Please note – there are a number of SSID's (network names) that you will be able to see when you look at the Available Networks list on your device. This is due to the length of time we have had our current Wi-Fi system and that it is possible that over the 20/21 year period we may upgrade our Wi-Fi due to the exceptional increase in demand we have seen this year.
- 2.
3. For legacy users – your old connections will continue to work, if you are new or bringing in a new device then please use the following instructions:
- 4.
- 5.

1. Open your Wireless connections menu / wizard (depending on your device type)

2. Browse to **Gillotts-BYOD** and select connect

3. Depending on device you will:

- Get a pop up with an agreement page, please accept this agreement

- Have to open an internet page (any webpage except google) and you will be redirected to the agreement page, please accept this Agreement

4. Log-on page – please enter your network username\* and password.

\* For this service, your username is just your name, no @gillotts.org.uk required

5. You will now be connected to our Wifi.

**Please note that some devices have additional security features - See "Connection Tips" to the right for more information.**

### Connection Tips!

#### Apple iPhone & iPad

*Once you have connected - open up a webpage and browse to any site other than google.*

*You will get a message warning about trust or security - there will be an option to continue or for "more information" etc near the bottom - use this option to get to the Agreement page.*

#### Huawei Phones and Tablets

*Once connected, the first page you visit in the morning will redirect to the sign in page and automatically connect. You do not need to do anything other than close the window or click "home" etc as you are now connected.*

#### Misc Android Devices

*Most Android based phones and tablets will automatically "pop up" with the Agreement page - if not then you will need to open a web page (other than google) and it will go to the agreement page. Depending on device security you may get a similar warning to Apple - please see notes at the top of this section.*

## **Gillotts Key Software:**

Whereas some subjects have specific software that is dedicated to those classes there are a common group of apps and software that we will all use, the majority of which are part of the Google Education Suite.

When starting up / Logging in to a school PC you will land on our intranet service called **Freedom**, this will launch automatically.

If outside the school, you can try\* to access this page using EDGE or Internet Explorer, Chrome can work but is not recommended by the provider.

<https://gillotts.freedom-cloud.co.uk/Staff/SitePages/FreedomHome.aspx>

\* Not all links will work when outside of the school network due to security settings. See below for handy direct links to services that are available online.

## **Most Common required Online Services – Direct Links**

- Drive - <https://drive.google.com/a/gillotts.org.uk>
- Mail - <https://mail.google.com/a/gillotts.org.uk>
- Calendar - <https://calendar.google.com/a/gillotts.org.uk>
- Classroom - <https://classroom.google.com/a/gillotts.org.uk>
- Sites - <https://sites.google.com/a/gillotts.org.uk>

**Logging on to these services when not in school or if requested to sign in:**

### **Username:**

Your username for Google Apps is your school email address, for example ***jbloggs@gillotts.org.uk***

### **Password:**

Your Google password is the same one you use on the school computers.

## Key Apps and services we use in school

**IMPORTANT NOTE:** Apps and services must be registered/logged into using your @gillotts.org.uk account.

### Registering Apps to your school account

When you install an app you must use your school account - this only needs to be done once. This must be done at home the first time, after which you will be able to use the apps in school.

For Google Apps – you need to check that your school google account is logged in and that you are not accidentally logged into a home account. See the two options below:

*If no other Google accounts are registered on the device:*

1. Open any of the Google Apps
2. Tap *Sign In* in the bottom left-hand corner of the screen
3. Tap *Add Account*
4. Enter your school email address. This is your username (typically your forename initial and full surname) followed by @gillotts.org.uk, for example jsmith@gillotts.org.uk
5. Tap *Next*
6. A page will open asking you to sign in with your organizational account
7. Enter your email address again
8. Enter your school computer password
9. After a few seconds, you will be signed in to the app
10. Once you have done this, the other apps you installed will also be registered to your school account

*If the device already has another Google account registered:*

1. Open any of the Google Apps
2. Tap the menu icon with three horizontal lines in the top left-hand corner of the screen
3. Tap on the account name/email address
4. If using an Apple device, tap on *Manage Accounts*, otherwise continue ignore this step
5. Tap on *Add Account*
6. Enter your school email address. This is your username (typically your forename initial and full surname) followed by @gillotts.org.uk, for example jsmith@gillotts.org.uk
7. Tap *Next*
8. A page will open asking you to sign in with your organizational account
9. Enter your email address again
10. Enter your school computer password
11. After a few seconds, you will be signed in to the app
12. Once you have done this, the other apps you installed will also be registered to your school account

*Swapping between accounts:*

1. Open any of the Google Apps
2. Tap the menu icon with three horizontal lines in the top left-hand corner of the screen
3. Tap on the account name/email address
4. Tap on the other account name to switch

## Key apps for mobile devices

In order to make the best use of your mobile devices for learning, both in school and at home, there are a number of apps which you need to install.

These are:

- Google Mail
- Google Drive
- Google Classroom
- Google Docs
- Google Sheets
- Quizlet
- Kahoot
- GCSEPod

You may also want to consider installing the following apps, as you will use these in some of your lessons:

- Dictionary.com
- QR reader app
- A voice or sound recorder app
- Periodic Table by Royal Society of Chemistry
- Word Reference (MFL)
- Duolingo (MFL)
- Vocab Express (MFL, Years 10 and 11 only)

## Using Google Apps via a web browser

The user experience on mobile devices is better if using the apps, however you can access Google Apps through a web browser.

1. Open your web browser. Chrome is recommended for use with Google Apps; some features may be limited or unavailable when using other browsers
2. Go to the appropriate web address (see list above)
3. Enter your school email address
4. Click *Login*
5. A page will open asking you to sign in with your organizational account
6. Enter your school email address again and your school computer password
7. Click *OK*



## **Common Websites:**

### *GCSEPod:*

*Videos and animations which can be used for GCSE revision across a range of subjects*

Address: [www.gcsepod.com](http://www.gcsepod.com)

Click "Login" (top left) then click the "Sign in with Google" button and enter your school email address and password.

### *MathsWatch:*

*Video tutorials, homework activities and tests, linked to the Maths curriculum*

Address: <https://vle.mathswatch.com> (note no "www")

Username: school email address, e.g. [jbloggs@gillotts.org.uk](mailto:jbloggs@gillotts.org.uk)

Password: either Gillotts123 or something you chose yourself

### *Focus Learning:*

*Videos of Science practical experiments*

Address: <http://www.focuselearning.co.uk/u/1352/slupaAfEmeDkjABipBtedzxjtDCkqehcp>

### *Kerboodle:*

*Online versions of the textbooks used in Years 10 and 11 MFL*

Address: [www.kerboodle.com/app](http://www.kerboodle.com/app)

Username: school computer username, e.g. [jbloggs@gillotts.org.uk](mailto:jbloggs@gillotts.org.uk)

Password: either the same as your Kerboodle username or something you chose yourself

Institution code: re0

### *ActiveLearn:*

*Online versions of the textbooks used in MFL*

Address: [www.pearsonactivelearn.com/loginsso.asp](http://www.pearsonactivelearn.com/loginsso.asp)

Username: school email address, e.g. [jbloggs@gillotts.org.uk](mailto:jbloggs@gillotts.org.uk)

Password: either Gillotts123 or something you chose yourself

### *VocabExpress:*

*Vocab and grammar exercises used by Years 10 and 11 in MFL*

Address: [www.vocabexpress.com](http://www.vocabexpress.com)

Username: school computer username, e.g. [jbloggs@gillotts.org.uk](mailto:jbloggs@gillotts.org.uk)

Password: either a 6-character mix of letters and number, or something you set yourself

School Code: UKGILL

## Printing & Scanning Services

At Gillotts, we have machines called *Multi-Function Devices* or *MFDs*. You can use these to print, photocopy or scan documents. You can send documents to print from the school computers and your mobile device and then collect them from either of the MFDs in the OLC.

### Collecting Printing

We use a system called PaperCut and MobilityPrint – your print jobs will be held for 5 days so you can send a number of jobs throughout the day and collect them later, after which they will be deleted automatically.

1. Tap the screen to wake the MFD up
2. Tap on the *Username and password* button
3. Tap on *Username* - Enter your username for the school computers
4. Tap on the *Password* button - Enter your password for the school computers
5. Tap on *Login*
6. You will see a screen displaying all of the items you have sent to print and not yet collected
7. Tap on *Print All* to release all your printing  
~or~  
Tap on an individual item and then tap on *Print* to release just that one job
8. **Remember to log out when you are finished with the MFD!**

### Scanning

You can scan documents from the MFDs and have them sent to your school email.

1. Log in to the MFD in the same way as when you are collecting printing
2. Tap on *Use Device Functions*, underneath the list of any pending print jobs
3. Tap on one of the budget accounts which is displayed. There is no charge for scanning, however you need to select an account to see the other functions
4. The photocopier screen will be displayed, tap on the blue *Home* button at the bottom.
5. Tap on *Scanner (Classic)* – if it is missing you should log out of the MFD and repeat the above steps.
6. Tap on *Scan to Me* and place the items for scanning in the document feeder on top or lift the lid and place them directly on the glass - Tap on *Start*:
  - If you were placing the items directly on the glass, you need to press the *hash # button* (on the number pad on the right-hand side of the screen) to confirm you have finished scanning
  - If you were using the document feeder, you do not need to do anything else
7. The page(s) will be scanned and sent to your school Google Mail account, look for an email from *printers@gillotts.org.uk*
8. **Remember to log out when you are finished with the MFD!**