

1. Introduction

Dear student,

All students are all required to bring a large screen mobile device into school each day. This should be fully charged and capable of holding a charge for at least five hours. You will connect to the school wifi which provides you with access to the internet. This connection is filtered so that you can only access websites which are appropriate for your age.

We use Google Apps for Education for much of our online work at Gillotts. These applications (apps) include G Mail, Google Calendar, Google Drive and Google Classroom. You will be shown how to use these applications when you join the school but you should ask for help if you are unsure.

You will also use the fixed PCs in A11 and A12 for some of your lessons, including Computing in Years 7-9. You will log onto these with the same username and password which you will use to connect to the school wifi. There are also a small number of PCs in the OLC which you can use before and after school and during lunchtime. You can print to the MFDs in the OLC from these devices.

2. How log in to the school computers

We use an initial and surname format for our users – for instance my email is enewbold@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 generate a password which involves three random four letter words, a number and a special character.

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 tbontbttiq 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"

3. Connecting to Gillotts School Wi-Fi

You need to connect to the Gillotts-Student wifi network when in school. To do this you need to:

- select this network on your device
- click on the box which pops up on your device asking you to connect to this network
- you will then be directed to the 'landing page' with the Gillotts logo on it
- you will be prompted to enter your IT username and password and also to tick the box showing you accept the terms & conditions of IT use in the school
- you can then connect to the network

Username:

Your username for the wifi network is your school log in user name - for example ***jbloggs***

Password:

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

4. Key apps and services we use in school

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.

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

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)

5. Introductory Help Videos for selected Google applications

- We have put together some short introductory help videos to get you started with the Google Applications – please click on the links below:

Google Application	Video Links (click on the hyper-link below)
G-Mail and Google Calendar	G-Mail and Google Calendar
Google Classroom	Google Classroom
Google Drive	Google Drive

6. 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 in A11, A12 or the OLC.

Collecting Printing

We use a system called PaperCut– your print jobs will be held for 5 days so you can send a number of jobs throughout the day and collected 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!

7. Getting help with IT issues

- If you need help with an IT issue there are two ways to get help:

How to get help	Details
By e-mail	<ul style="list-style-type: none"> • Send an e-mail to: itservices@gillotts.org.uk • Please include your name and tutor group as well as details of the problem in the e-mail.
Tell your tutor	<ul style="list-style-type: none"> • If you cannot access your school e-mail, please let your tutor know the details of the problem during tutor time.

- You should not go upstairs to the IT Services Office (next to the Library) unless you are asked to.