

WORKBOOK

DIGITAL TECHNOLOGY AT
WIMBLEDON HIGH SCHOOL

NAME:

FORM:

FIRST DATE TO BRING
YOUR DEVICE TO
SCHOOL:

*Monday 11th
September*

WIMBLEDON
HIGH SCHOOL

EX HUMILIBUS EXCELSA

GDST
GIRLS' DAY SCHOOL TRUST

DIGITAL TECHNOLOGY AT WIMBLEDON HIGH SCHOOL



Digital technology is part of a normal school life here at WHS.

We use technology in all kinds of ways to make learning effective and to stay organised. Getting a laptop for the first time is really exciting, but do remember that digital devices are simply a useful tool. The most important thing for learning and for life are the other humans with you in the room.

This workbook will guide you through your Information Technology (IT) and Bring Your Own Device (BYOD) induction. You can refer to back to it at any time and there are also some pages of information to share with your parents.

Please make sure you bring the workbook with you to each of your induction lessons.

Our rules for a happy and safe digital life

In school, it is important that you follow the rules we set about using technology.

- The GDST IT Acceptable Use Agreement - rules that all pupils in the GDST must follow whenever and wherever you use IT
- Our WHS Bring Your Own Device code of conduct
- Our WHS Tech Etiquette - our rules about how we use technology in class
- Our WHS Digital Golden Rules - our rules for digital learning and life

The rules are there to keep you safe and well, and to help you learn to make good decisions about how to use digital technology.



Bringing your device to school for the first time

Check the following before you bring your device to school for the first time:

- I have a laptop case or a way of keeping my device safe around school
- My device is fully charged
- I'll bring my charger with me to school so that the IT Team can check that it's safe
- I'll remember to put my stylus and small headphones in my pencil case!

LOGGING IN TO YOUR SCHOOL IT ACCOUNT

How to log in to your school IT account

We'll be talking about the Golden Rules during the week. Why not discuss these rules with your family at home as well?

Log in to school computers and online apps (like Microsoft) with the email address on the back of this booklet.

Write the email address here:

.....
.....
.....

@wim.gdst.net

Now set a password. You'll keep this private – don't share it with anyone.

You'll use this email or username and password for almost all school IT services. You'll also use it to log in to the wifi when you bring your own device to school.

What is my username?

Your username is useful for logging into school computers and printers.

Write it here:

.....
.....
.....

Email is important for communicating with your teachers.

We expect you to check your email once a day.

TIP :

It is vital that your password is secure. Don't share your password with anyone else.

Your password should be a passphrase or 3 random words.

For example, a passphrase might be - **I Love To Write Poetry**

Use of spaces increases security.

Alternatively choose 3 easy to remember words, but not words easily guessed from social media, so avoid family or pet names, holiday destinations, sports teams, occupations and hobbies - **MoonSaddleRain**

If you ever suspect that someone else knows your password, you must change it immediately and let the IT team know. The link to change your password is on the Firefly dashboard.



Bringing your device to school for the first time

The most important thing to know at school is how to sign in to the school wi-fi...

- Choose the wifi icon in your system tray (at the far right of your taskbar)
- Select the wifi network called GDST Guest and click connect
- This should pop up on a screen in your browser to log into the GDST network.
- Enter your school username or email and password - the login details you wrote on page 3 of this booklet.
- You're connected!

If you have trouble connecting try turning wifi off and on again, disconnect and reconnect. If you're still having trouble you'll need to contact the IT Support team.



Checklist - are you BYOD-ready for lessons?

Use this checklist during the first week of term - in your BYOD induction lessons and at home - to make sure you are ready for lessons.

- #1**
 - Sign into the wifi
 - Open your browser (Edge/Chrome/Firefox)
- #2** Visit these pages and bookmark them:
 - <https://whs.fireflycloud.net>
 - <https://www.office.com>
- #3** From the Microsoft 365 homepage, download the apps:

Essential - do these now:	Useful - do these later:
<input type="checkbox"/> Teams	<input type="checkbox"/> Word
<input type="checkbox"/> OneNote	<input type="checkbox"/> Powerpoint
	<input type="checkbox"/> Excel
- #4**
 - Open Teams and visit your Year 7 Form BYOD Team
 - Open the Year 7 Form BYOD OneNote Class Notebook

TIP:

You can charge your laptop in the charging bays in your locker room, during a science lesson with your teacher's permission, or in the library.

SCHOOL SYSTEMS THAT YOU NEED TO USE

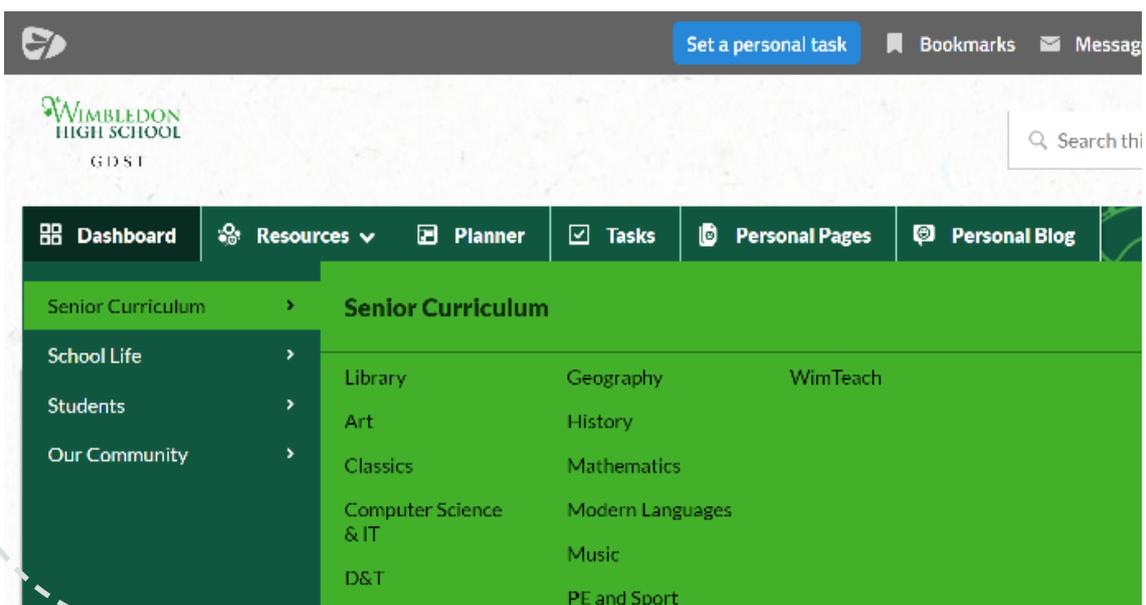
We use a number of systems at school to organize school life and help you learn. Tick these off as you visit each one.



Firefly is like the school homepage. It's a website which is only available to the school community (you, your parents and your teachers). Whenever you open a browser on a school computer, you'll get to this page. Your dashboard provides in one place all the things you might need at school.

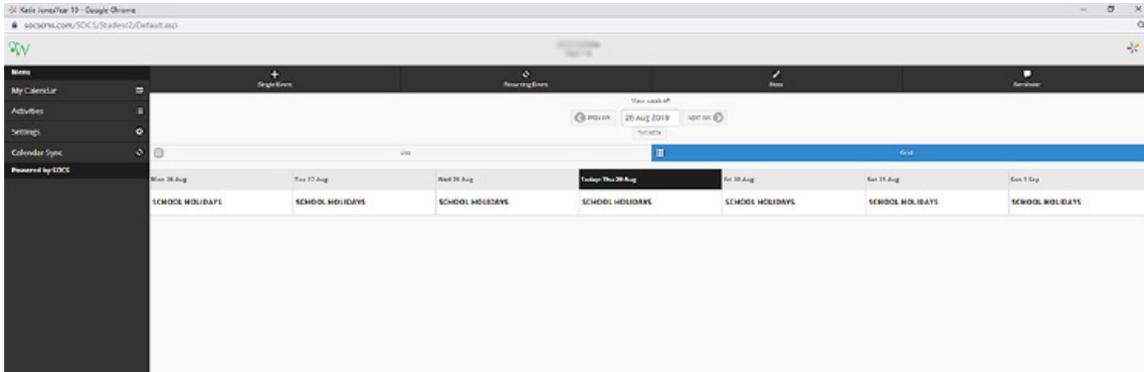


Many of your teachers will also put learning resources on Firefly – you'll find them here:



  **SOCS Co-curricular**

SOCS Co-curricular is a system for choosing which clubs you'd like to join. You'll hear about it at Clubs Fest on the first Thursday of term.



There is a link to SOCS on the Firefly dashboard - use this when you log in from home to choose your clubs.

  **SOCS Sports**

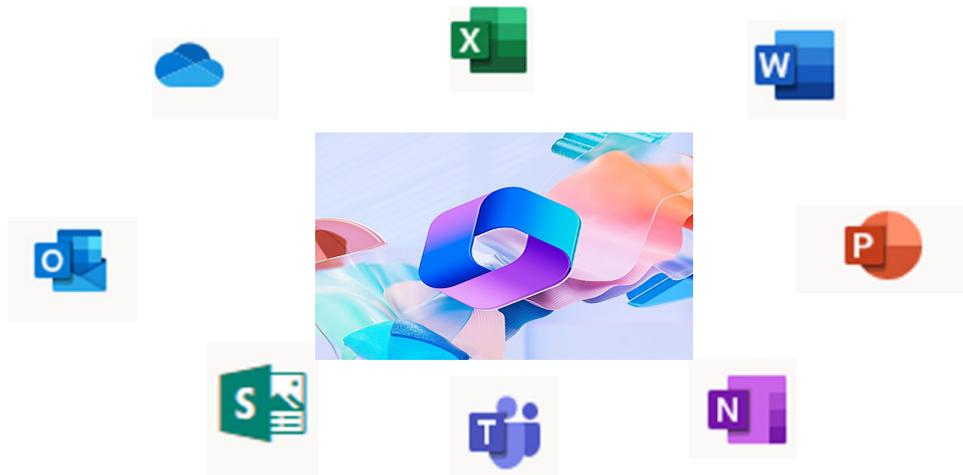
SOCS Sports is our system for organizing all our sports teams and matches. You'll need to be in the habit of checking here to find out about your teams and fixtures:





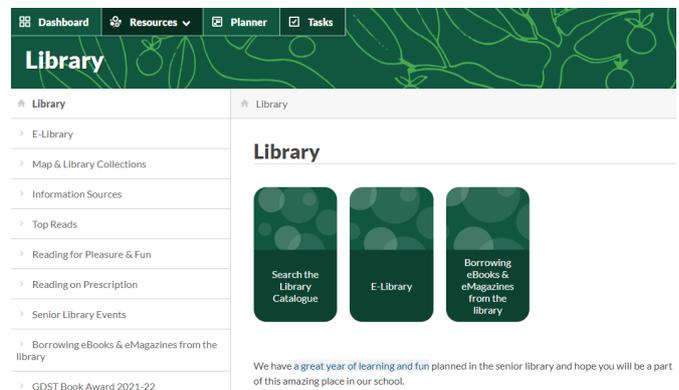
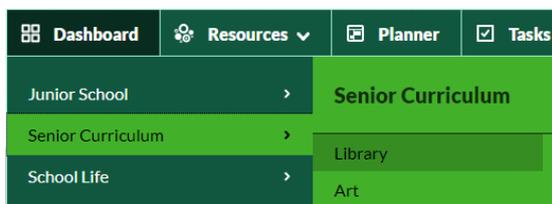
Microsoft 365

Our main software for teaching and learning is Microsoft Office 365. You'll read more about that in this booklet and in our next session.



The School Library

The school library catalogue is available online and you can also access reading lists, and borrow e-books and audiobooks. We also have many online resources and they are all available from Firefly.



You'll learn more about this when you meet Ms Toffoli, the Librarian, later this term.



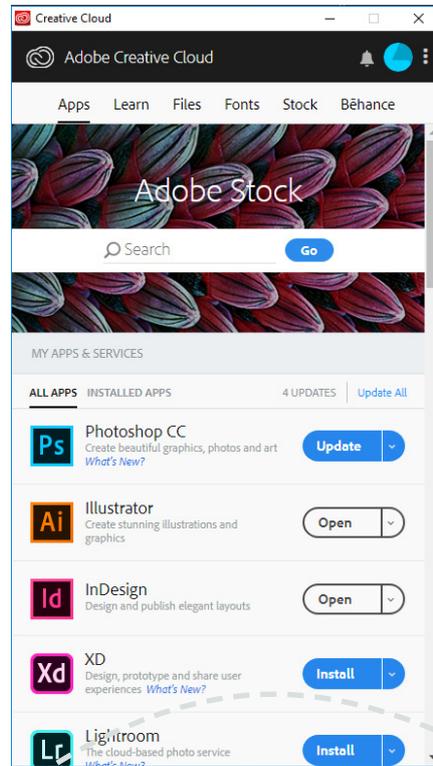
Other online learning resources

In some subjects you'll be using online textbooks and other online learning sites. Your teachers will tell you about these in lessons and help you get you logged in to them.

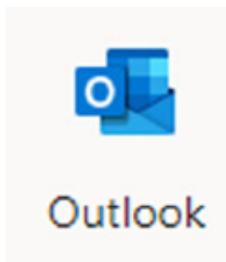


Adobe Creative Cloud

If you are in any way creative (and even if you think you're not!) you'll love the Adobe software. We have everything from Photoshop to Adobe Spark – great for making inspiring images!



Outlook for email



TIP:

When emailing teachers, remember to:

- Use the subject box so your recipient knows what your email is about
- Start your email with 'Dear Mr/Mrs/Ms/Miss'
- Use 'Thank you' and 'Please' in your message
- Sign off with 'Best wishes' or 'Kind regards'
- Proofread your email before you send it (remember to use paragraphing if necessary)

HOW DO I?



Find out about my sports match



Sign up for a club



Check the school calendar



Charge my device at school



Send an email to a teacher



Print a document

THINGS TO DO WITH YOUR NEW DEVICE

#1 *Set your homepage to Firefly*

Open your browser and visit our school Firefly site - it's at <https://whs.fireflycloud.net>. Use the settings menu to make this your home page.

#2 *Set up your email*

You can use Outlook webmail for your school email, but you might want use the Mail app for your personal email

#3 *Put your favourite apps in the start menu*

You can edit the start menu to put all your favourite apps together. See if you can work out how to do that!

#4 *Practice writing with your stylus*

Use the Windows Ink Workspace to write and draw!



WHAT ELSE

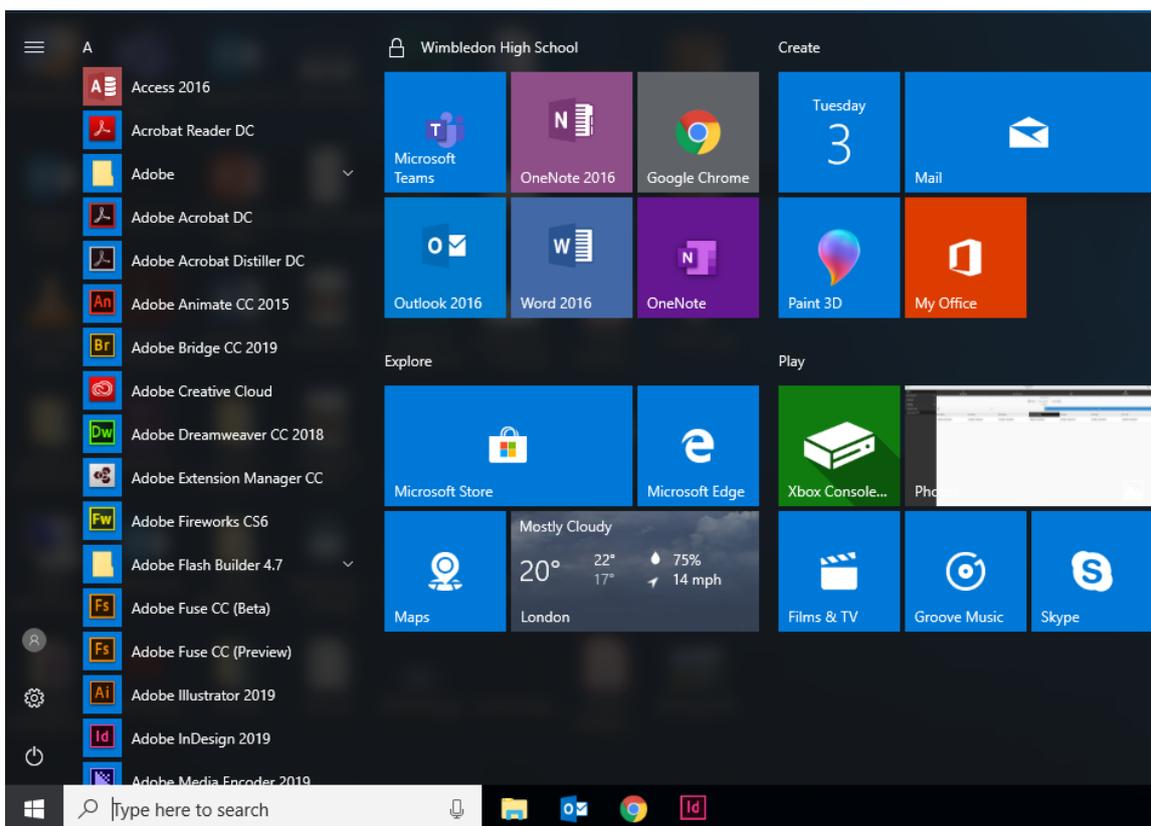
WINDOWS, TEAMS, ONENOTE & ONEDRIVE

You are going to start to get familiar with the most important features of Windows and Microsoft Office on your own device.

Using Windows



➔ The Taskbar



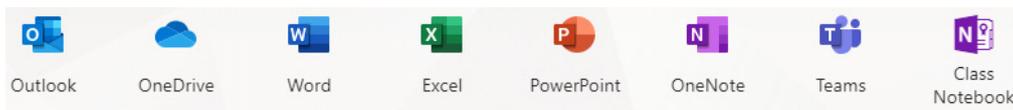
➔ The Start Menu

Microsoft 365 for Education

This is a set of apps from Microsoft which is used all across the world by schools. There are apps which you can download onto your computer, but apps also exist as web versions so you can use them anywhere, at any time, as long as you are connected to the internet.

You log in to Microsoft 365 by using your school email address and your school password.

What are the Microsoft apps?



Using Microsoft - at school and at home

You can use Microsoft 365 on any computer with a browser and an internet connection.

As long as you are a pupil at Wimbledon High School you can also download the apps on up to 5 of your own devices. So, for example, you could have...

- All the Microsoft 365 apps on your school BYOD device
- Word, Powerpoint and Excel on a family PC or Mac at home

Wherever you are, you can log in to the Microsoft 365 website or apps with your school login details via Firefly or office.com - remember to keep your password safe!

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MOST IMPORTANT APPS FOR EVERYDAY LIFE AT WHS

Top 2 important apps:



Teams

Teams lets groups of people work together. You'll have a Class Team for every class, with your teacher and your classmates. Each Team contains a OneNote Class Notebook.



OneNote

OneNote is a place to store notes and do work which your teachers can mark. The OneNote Class Notebook is stored inside the Class Team.

In a Notebook there are three areas to work:

- The Content space is where your teacher puts material for you to read or copy
- The Collaboration Space is where you and your classmates and teacher can all work together
- Your personal section is for your own work - only you and your teacher can see it.

All the other apps:



Outlook

Outlook is a powerful app for email and calendars. You can send and receive school email here.



Powerpoint

Powerpoint is an app for making presentation materials. You might use it if you have to give a talk or take



Sway

Sway is an online app for making presentations and telling stories.



Word

Word is an app for writing essays, reports or any other type of written work. You can include images and tables.

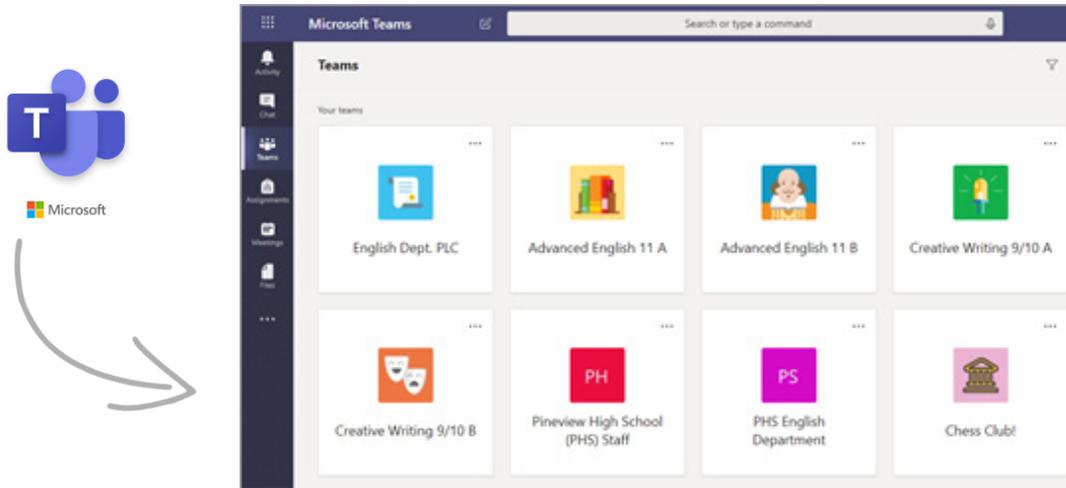


Excel

Excel is an app for working with numbers and data. You could use it to record the results of a science experiment and make a chart.

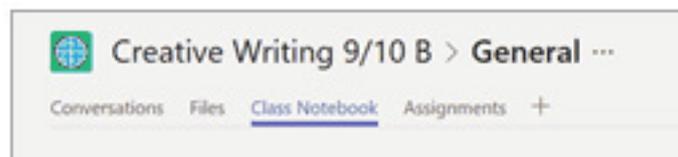
Opening a Class Team for the first time

Let's open Teams so that you can learn how a Class Team works.



Opening a OneNote Class Notebook for the first time

Let's open the OneNote Class Notebook in a team. The first time you use a Notebook you need to open it in Teams:



Once you've opened it this way you can then go straight to the Notebook in the OneNote app:

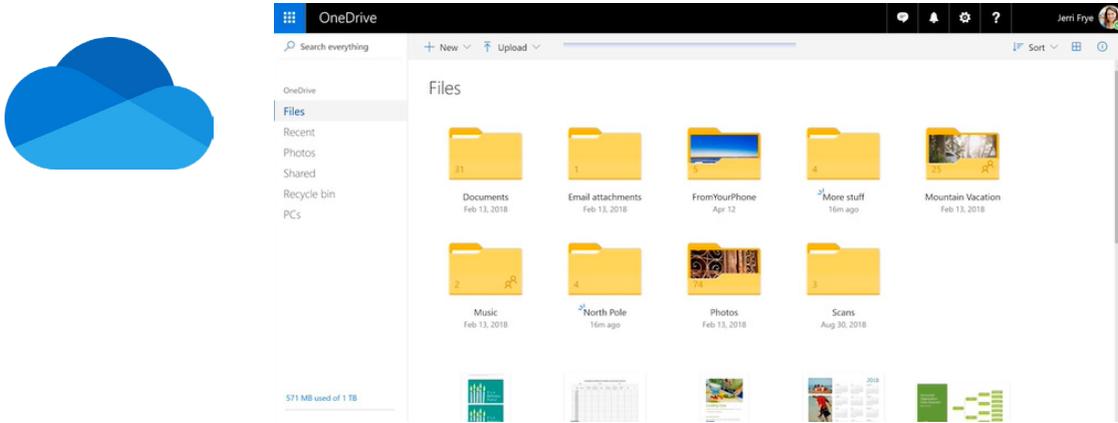


TIP:

If you ever have trouble with a notebook not syncing properly or work not appearing, go and open it again from the Team.

Staying organised with OneDrive

OneDrive is your own online cloud storage with your school Microsoft account.



English work

- Creative writing 2 June 2021
- Book review 7 June 2021

Maths work

- Prime numbers presentation 18 May 2021
- Geometry homework 7 June 2021

Keep your files organised in OneDrive and on your laptop.

There are lots of different ways to organise your files but the important points to remember are

- Folders can be useful to help you find your work quickly
- Make sure that you use clear file names - include the title of the work and perhaps a date
- You can use the search bar in OneDrive to find your files easily (but only if you gave them a clear name, of course!)

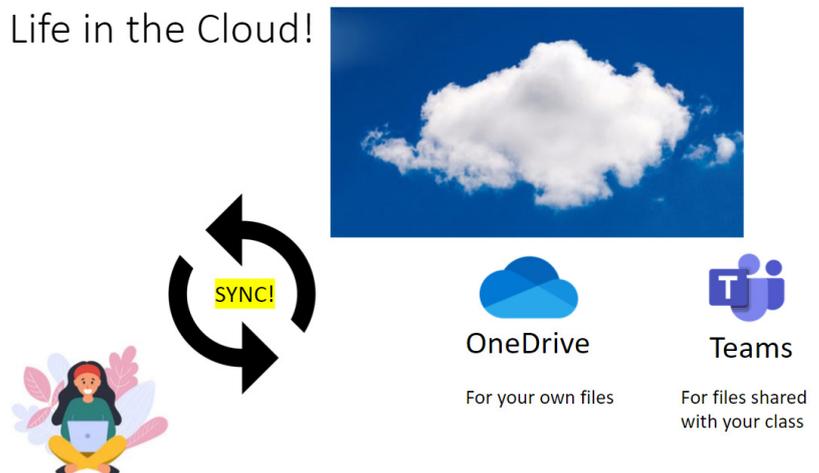
Saving your work securely on your laptop and in the cloud

You can create and work on your Microsoft files in your web browser, or using the Office apps on your laptop (the ones you downloaded - see page 12).

Saving and syncing your files in OneDrive means that they are always where you need them - on your laptop - and always safely backed up in the cloud.

Always look out for the sync icon to show that everything is saved correctly.

Life in the Cloud!



GDST

GIRLS' DAY SCHOOL TRUST

Senior Pupil Acceptable Use Agreement



Key Stage 3-5: Acceptable Use Agreement

I will be a **responsible user and stay safe** when using the internet and other digital technology.

Following these rules will help to keep everyone safe and be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies and online services.

Responsible User

1. I will ensure that my online activity or use of mobile technology, in school or outside school, **will not cause my school, the staff, students or others distress**, or bring the school into disrepute.
2. I understand that whilst in school **GDST provided Wi-Fi is filtered and device use is monitored**. I also understand that all school-owned devices used outside of school may be subject to filtering and monitoring, and should be used as if I am in school.
3. I will only use my **personal devices** (mobile phones, USB devices etc.) in school if I have been given permission to do so.
4. I will only use the **school's internet** and any device I may be using in school for appropriate school activities and learning, unless I have permission to engage in recreational activities, e.g. in a lunchtime club or after school.
5. I will only use my **school email and account details** to contact people as part of learning activities.
6. I will keep my **logins, IDs and passwords** secret and change my password regularly. If I think someone knows one of my passwords, I will change it. I will not leave my computer unattended if I am logged on and will only log in with my username and password.
7. I will not knowingly **bring files into school or download files** that can harm the school network or be used to bypass school security, such as VPN programmes.
8. I will be careful when **opening files and attachments**, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment. If I am suspicious about a file or attachment, I will let a teacher or member of the ICT support team know.
9. I will only **edit or delete** my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
10. I understand that websites, blogs, videos and other **online information can be biased** and misleading, so I need to check sources to see if they are trustworthy.
11. When using the internet, I will not download **copyright-protected material** (text, images, music, video etc.). I will always make sure I acknowledge the sources of information I find on the internet if I use it for my work or pass it on to friends.

Stay Safe

12. I understand that **cyberbullying** is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of, exclude or upset anyone, at school or outside school.
13. I will not browse, download, upload, distribute, post, retweet or forward material that could be considered **discriminatory, offensive, harmful, illegal or of a sexual nature**. If I accidentally come across any such material I will report it immediately to my teacher.
14. The messages I send, or information I upload, will always **be polite and sensible**. I understand that all messages I send reflect on me and the school.
15. I will not share my or others' **personal information** that can be used to identify me, my family, my friends or my school on any online space, unless a trusted adult has given permission or reviewed the site.
16. If **live streaming** I always tell a trusted adult about it and check my privacy settings so I am in control of who can see my stream.
17. I will never arrange to **meet someone face to face** if I have only ever previously met them on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.
18. I will **respect my body and other people's**. That means using positive words about myself and others. It also means not revealing my or anyone else's body on camera or sharing /posting inappropriate photos.
19. I am aware that some websites, apps, games, online shopping, file sharing and social networks have **age restrictions** and I will respect these. I will ensure sites are secure if exchanging personal or financial information.
20. I understand that many apps have **geolocation** settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.
21. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, **I will not respond and talk to a trusted adult**.
22. I know that I **can always say no** online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
23. **I know who my trusted adults are** at school, home and elsewhere, but if I feel I can't talk to them, I know I can call Childline on 0800 1111 or click CEOP.

The trusted adults I can talk to if I have concerns about e-safety are:

I have read and understand these rules and agree to them.

Signed: _____ **Date:** _____

OUR BYOD CODE OF CONDUCT

Devices allowed at school

1. Laptops may be used and may connect to the school's WiFi network at the discretion of your teachers.
2. Mobile phones may only be used in line with the Mobile Phone Policy.
3. You may only use the "GDST Guests" WiFi access to connect to the internet from your own device.
4. Your activity on the network and school systems when accessed via the school WiFi will be monitored in the same way as any other access to the School network.

Using your laptop at school

5. You will use your device and mobile phone in line with school policies, only at times and in locations permitted by the school:
 - 5.1. Year 7-8 - outside of lessons, laptops may only be used in the library, in a form room set aside for study/homework or during a supervised co-curricular activity.
 - 5.2. Years 9-11 - outside of lesson times, laptops may only be used in the library, in form rooms or during a supervised co-curricular activity.
 - 5.3. Years 12 - 13 - laptops may be used at any time in the Sixth Form Centre, classrooms and breakout spaces.
6. No laptops are to be used in public spaces (eg Rutherford Foyer, Steam stairwell, locker rooms, Senior Hall etc) except in designated breakout spaces designed for that purpose (eg Steam atrium benches, Littlewood House foyer).
7. No laptops are to be used outdoors except for activities directed by a member of staff.

Using your laptop in class

8. You will wait for your teacher's instruction before using your device in class.
9. You will close or turn off your device when instructed by a teacher.
10. You will stay on task in lessons, using only apps and websites as instructed by your teacher.

Your responsibilities for your laptop and your data

11. You will be responsible for ensuring that your files are kept in a coherent and organised way.
12. You are responsible for ensuring that your work is backed up or synchronized to OneDrive/Teams.
13. You will only be able to charge your device using an appropriately checked and marked charger or by using the lockable charging stations in school..
14. You will take sole responsibility for any of your own devices when in school.
15. You will understand that in the event of any of your devices being lost, stolen or damaged whilst on school premises the school will not accept any responsibility.
16. You will provide a lock for your locker so that the device can be locked away when not being used.
17. You know and understand that your own personal devices are not covered by the GDST Insurance Policy.
18. You know and understand that if any of your devices malfunction it is not the responsibility of any member of staff to fix it (although the IT Support team will assist you as far as possible).

I have read and understood the conditions for using my device at school. I understand that this Acceptable Use Agreement is in addition the GDST AUP and that all these rules apply whenever I am using my device, in or out of school.

Signed _____

Date _____

TECH ETIQUETTE



RULES TO USE YOUR DEVICES APPROPRIATELY.

Your laptop is an essential tool for learning, but can also be a weapon of mass distraction.



1 Start each lesson with your **LAPTOP LID CLOSED.**

2 **CLOSE YOUR LAPTOP** when your teacher asks you to do so, or when you do not need to use it.

3 When you are using your laptop, **STAY ON TASK.**

- **Fight distraction** by closing apps you are not using so you're not tempted to look.
- **Turn off notifications and sounds.**

4 Always **PAY MORE ATTENTION TO THE HUMANS IN THE ROOM** than the technology.



10 DIGITAL

GOLDEN RULES FOR THE WHS COMMUNITY

- 1** Don't say anything online you wouldn't in person; never send an email or text when tired/grumpy/angry/stressed.
- 2** Don't do things you mind your family seeing.
- 3** Be safe and watch your digital footprint - don't go onto inappropriate websites, post things you'll regret or engage with strangers. Remember EVERYTHING is permanent.
- 4** Guard your privacy - don't put your personal details on a public profile and always check your settings.
- 5** Engage beyond the echo-chambers: sign campaigns, be open to others' opinions and debate with objectivity and compassion.
- 6** In the world of 'Fake News', anchor your beliefs in research, think critically and widely before retweeting, liking or passing on information.
- 7** Put your phone away at meal times and leave all devices downstairs at bedtime - try and be screen free for at least an hour before bed.
- 8** Try and represent the real you and always, always respect yourself. Comparing your life to others' representations will only make you feel inferior.
- 9** Don't stand back and let cyberbullies have their way.
- 10** Family rules about social media & screen time should be established in an open and honest discussion.



INFORMATION FOR YOUR PARENTS

BYOD - how we use it at school

We believe that everyone in the school community should be equipped with the best tools for the task at hand, and that includes digital technology in all its forms.

Technology can help us to ensure that your daughter can work effectively in the way that's right for her, and for us to support her in that by the use of effective technology for learning. Good systems mean that we can make best use of the tools we have for teaching and learning: sharing work online, timely and rich feedback, and opportunities for students to collaborate are just a few of these. Access to online resources helps develop skills for independent learning.

E-safety and security

We recommend the guides on the UK Safer Internet Centre website (<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>)

You will find some particularly useful guides about the facilities your internet service provider offers for securing your home wifi. They also have very good detailed advice on the safety and control features on popular social media and other sites.

We also offer our own collection of vital e-safety resources which can be found on Firefly (<https://whs.fireflycloud.net/new-parents/year-7-entry/bring-your-own-device/e-safety-at-home>)

Using Microsoft Family and the settings you need to change

We ask students to bring a Windows laptop to school. We recommend that parents use the Microsoft Family settings to give you control and oversight of your child's device. Do note that the Microsoft account can be used through a web browser on any device, so even if you are an 'Apple' or 'Google' family, you can sign up for a Microsoft account.

There are some specific settings you need to use in the Microsoft Family settings to ensure that your daughter's device can connect to our school wifi and network - for instance...

Remove the protection against unsafe websites in the Microsoft family safety settings - or if you can specify safe sites, please allow <https://guest-portal.gdst.net>. There is a help site from Microsoft here: <https://support.microsoft.com/en-gb/help/17199/windows-10-set-up-your-family>

If your daughter has problems with our wifi you can try the following:

Add the following website exceptions to any anti-virus or family protection/filtering...

- <http://portal.office.com>
- <http://login.microsoftonline.com>
- <https://whs.fireflycloud.net>
- *.gdst.net

If your daughter still has issues after trying this, please do ask her to come to one of the drop in sessions for IT support we will carry on troubleshooting the issue.

How you can get help

- Check the Firefly BYOD pages.
- Email us: digital@wim.gdst.net
- Call and ask to speak to Rachel Evans or Adam Sharman - we'll get back to you as soon as we can.

How your daughter can get help

- Look in this workbook.
- Ask a friend: Your new friends in your class might be able to help solve your problem.
- Ask a teacher: Your teachers are used to using our school systems and if it's a OneNote question they can probably help. Your tutors know all about everyday school life.
- Ask the IT Support Team: There are drop in sessions in the first weeks of term.
- Email the IT Support Team: Use the email address wimhelpdesk@wim.gdst.net
- Ask Mrs Evans! You can always stop Mrs Evans if you spot her around school, or ask your tutor or Reception to contact her for you.

Accessing Firefly from home

- Access Firefly from home by visiting whs.fireflycloud.net
- Once there, **Parents** log in using the parent login option using their email address and password.
- **Students** log in using the Staff and Students login.
- Students log in with their school Office 365 login details - their email and password.

 **WIMBLEDON**
HIGH SCHOOL

EX HUMILIBUS EXCELSA

GDST
GIRLS' DAY SCHOOL TRUST

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