Archer Student Guide to IT

Purpose of document

This guide is to help students understand how to make the best use out of IT facilities, either in school or at home.

The correct use of IT can enable more efficient and sustainable learning, whilst also preventing the frustration of lost files and work that cannot be accessed. Becoming a good digital learner is an important skill and will support your journey to becoming an Archer Graduate.

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Using IT facilities in school
The different IT facilities available in school

In each school building, most desktop computers are found in the computer suites (LF15 and LF13 in Lower School and UG22 and UG23 in Upper School). These rooms are used as teaching classrooms, but are also often open for clubs at lunchtime or after school when supervised by an adult. The libraries in each building also have a small number of desktop computers.

In addition, in LS15 in Lower school there are a number of Mac computers which are mainly used for music coursework, but can also be used to browse the internet. These should be supervised by a teacher when used by students at all times.

All desktop computers (apart from the Macs) use the Windows operating system.

It is worth knowing that if you always use the same computer, you will find it quicker to log on each time. However, this is not essential – you can log on anywhere on both sites and have access to all of your work.

What are school computers for?

School computers are provided to broaden and support learning in school. This could be for completing assignments, completing online tests, research, wider reading of news or creative pursuits.

School computers are heavily used at all times, and so the playing of games for entertainment is not permitted. This is to keep the equipment safe, secure and in good condition for all students, and so that those who wish to use them for work purposes are not discouraged.

Students found misusing IT equipment will be sanctioned accordingly. This may include the suspension of user accounts and the payment for any damage that has been wilfully or accidentally caused by inappropriate behaviour.

In addition to keeping computer equipment in a usable condition, and for reasons of hygiene, eating and drinking are banned at all times whilst using IT equipment.

Keeping your account safe (good password practice, not sharing accounts)

All students are given an account when they join the school with a password. It is essential that students only log on with their account, and that they never share these details with other students.

Student logins are usually [initial of first name] [surname] so for example, for **Adam Roberts** the login would be **aroberts**

Your default password should be reset using good password practices. If any student thinks that another knows their account details, they should report this to the technician team and change their password immediately.

Secure passwords should include a range of different characters such as numbers and capital letters. Passwords should never be written down.

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Good practice when storing work (naming files)

Students may accumulate a lot of work files on school computers. Good practice in using sensible file names and storing work in appropriate files is essential in ensuring that work can be found when needed and does not get lost.

It is best practice to create a file on your N drive for each subject, and to always save new work in there as soon as you start, with a sensible name.

At the end of each year, you should go through your files and delete any files which are no longer needed.

## Where to save and store your work (shared folders, N drive)

Our school network is linked to the Cloud.

There are now 3 drives for you to use:
- **W drive** – this is a drive which you can access across both sites in read-only mode. This is used by your teachers to post information for you to read and make copies of.
- **P drive** – this is a drive which you can access across both sites and write files to and post work for teachers to access. This will be regularly cleared out and is not a secure place to store work.
- **N drive** – you all have an N drive in the form of a OneDrive which is an allocated space and private to you.

Accessing your files from within the Archer Academy
- Log in to your computer in the same way as usual. Your username and password will be the same as before and new students will be issued with these during the first week of term.
- After logging in, your computer will use a piece of software called Cloud Drive Mapper to map your computer to the network drives. Once this has successfully synched you will see the message below:
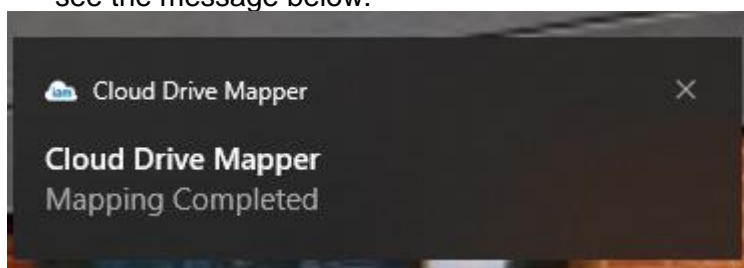
- In the unlikely event the synch fails you will receive an error message and/or won't be able to access your network drives. If this happens, right click on the Cloud Mapper icon and select Exit as show below.
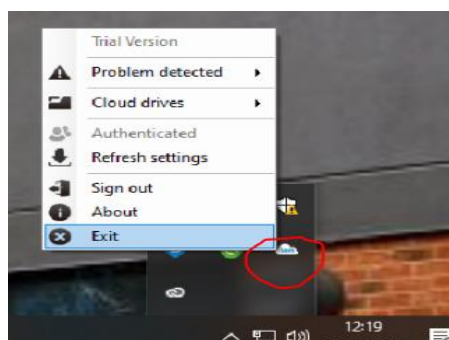
- You will then need to double click on the **iam** Cloud Drive Mapper icon in order to run the software again.

- The first time you open a Microsoft application (Word, Excel, PowerPoint etc) you will be asked to sign in with your Archer email address and password.

- If you wish to avoid using the SharePoint versions of Microsoft applications (which can be slightly limiting) please make sure you open your document directly from the Microsoft application rather than via SharePoint.

Where to get help in school (technicians)

We have two full time technicians:
  ➢ Khalid Al-mutwakel (IT support)
  ➢ Ashan Arslan (IT support)

They can be found in the IT support room in Lower School (in between LF15 and LF13) or in Upper School in the network room on the ground floor.

If you wish to send them an email, use the ITSupport@thearcheracademy.org.uk email address, and clearly state your problem, with your full name and year group.

FAQs

Q: I want to change my password but I do not know how:
A: Log on at school, then press ctrl+alt+del – you will see a change password option

Q: I have accidentally deleted a file, or lost a file I'm sure I had saved
A: Ask the technicians to help you. It will help them if you know where it was saved and what it was called

Q: I can't access my N drive, or any other drive
A: Ask the technicians to help you. If you need to, save the file to the P drive, but make sure you remove it once your problem has been solved

Using IT to support homework and independent learning

Microsoft Teams: Logging in
Microsoft Teams is our online tool for setting homework for students. You can use this to see what tasks have been set and to download any required resources.

Sometimes teachers may ask for work to be submitted electronically through Microsoft Teams, for example during periods of school closure.

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Full support and help on how to use Microsoft Teams can be found here:
https://support.microsoft.com/en-us/office/get-started-with-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12

You can use MS Teams via three ways:
1. The web browser by searching Office 365 or visiting https://www.office.com/ There, you can log in and use Teams. This will require you searching and logging in via the web browser every time you wish to use Teams.
2. The web browser by searching Office 365 or visiting https://www.office.com/ There, you can download and install the Teams programme. This will mean you no longer have to visit the web browser, but instead can open the programme on your desktop every time you wish to use Teams.
3. Your smart device. Microsoft Teams is available on most smart devices such as iPads or iPhones. This means notifications can be sent directly to the device, however, has limitations with downloading, editing and submitting work for students.
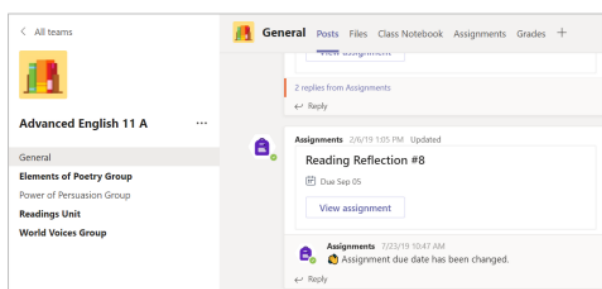
Microsoft Teams: Finding your class Teams
Each subject class will have its own Team. Once you've selected a Team, the tabs at the top will show you posts, files, assignments and much more.


Every class Team has a main discussion area, the General channel. Under General, your teacher may create more channels to organise topics, projects, and more. All channels include a Post and Files tab. The Posts tab is where you, your classmates, and your teacher can all start and reply to conversations.

Microsoft Teams: Viewing and submitting an assignment homework task

1. Select your class Team and the General channel. Select the Assignments tab
2. To view assignment details and turn in work, select the assignment
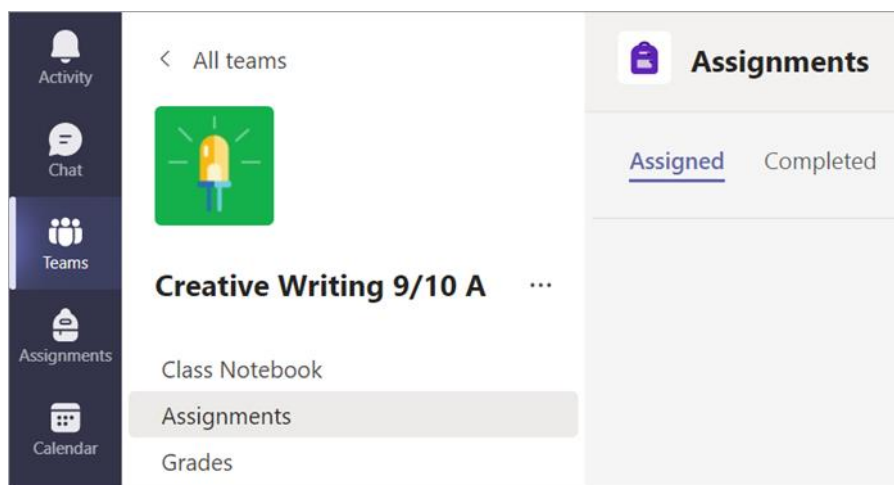3. Attach any required materials by clicking + add work
4. Click Turn in
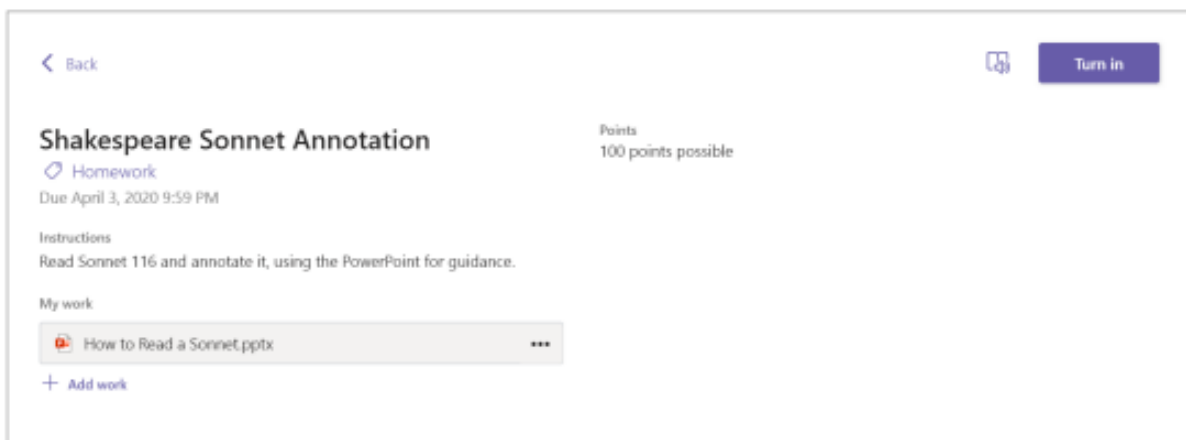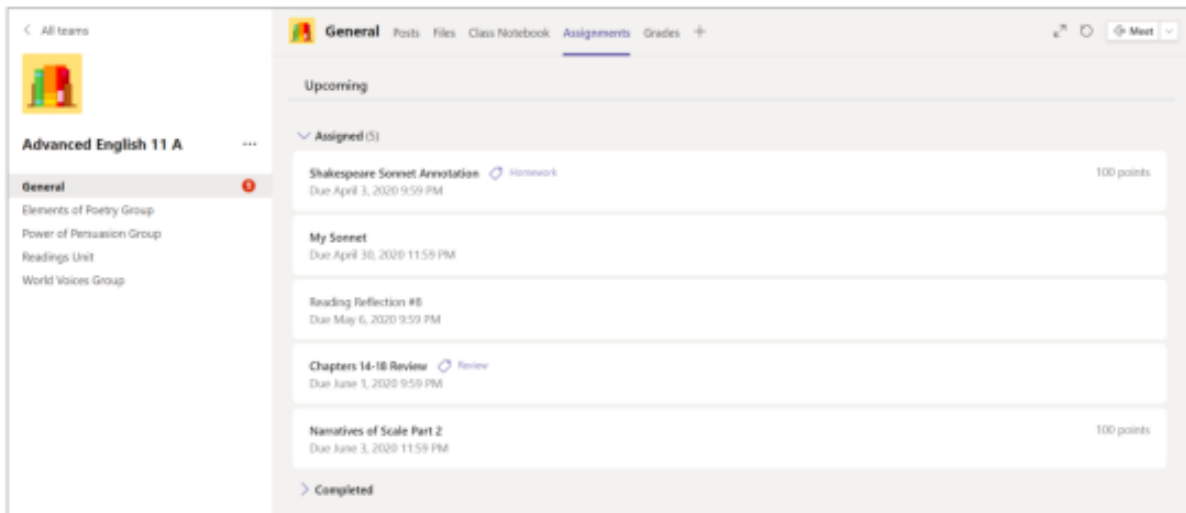
Microsoft Teams: Checking assignment tasks
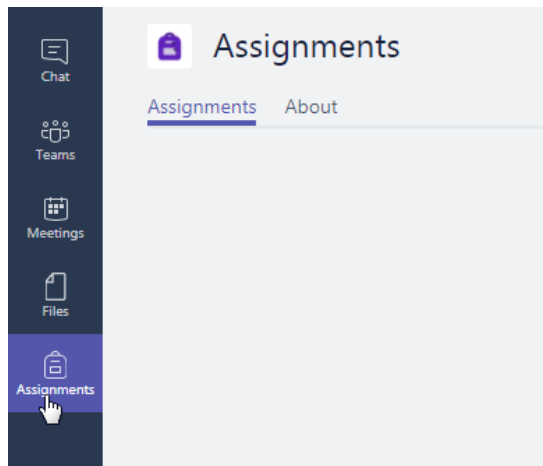
You check if you have homework due by:

1. Opening your class Team then press 'assignment' to see if you have any work set or due
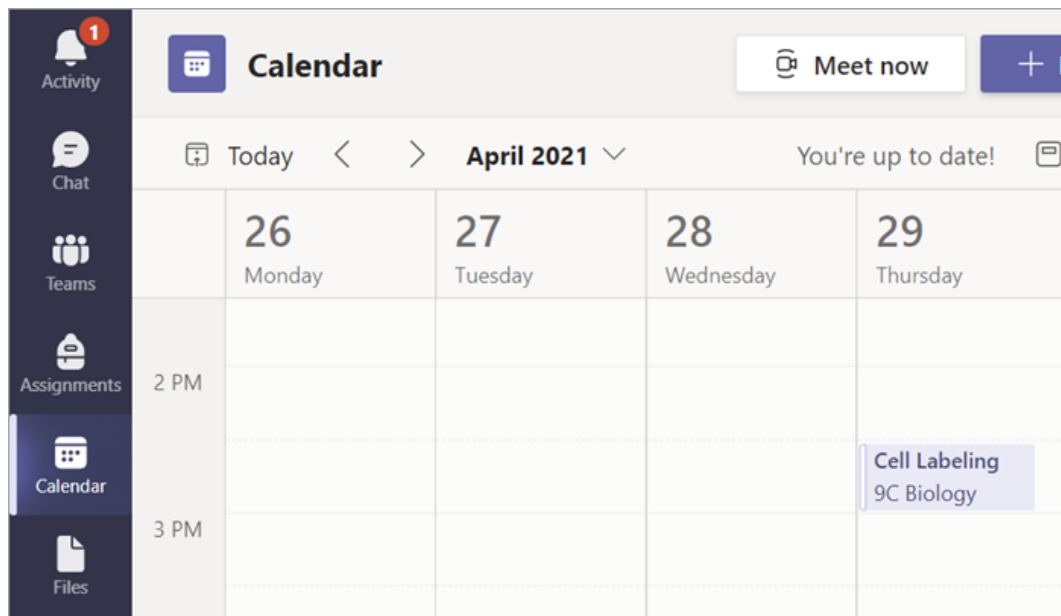
2. Open the assignment section on the left-hand bar to view all your upcoming assignments

3. Open the calendar section on the left-hand bar to view your upcoming assignments

Microsoft Teams: Submitting assignment tasks

1. Navigate to the desired class Team, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
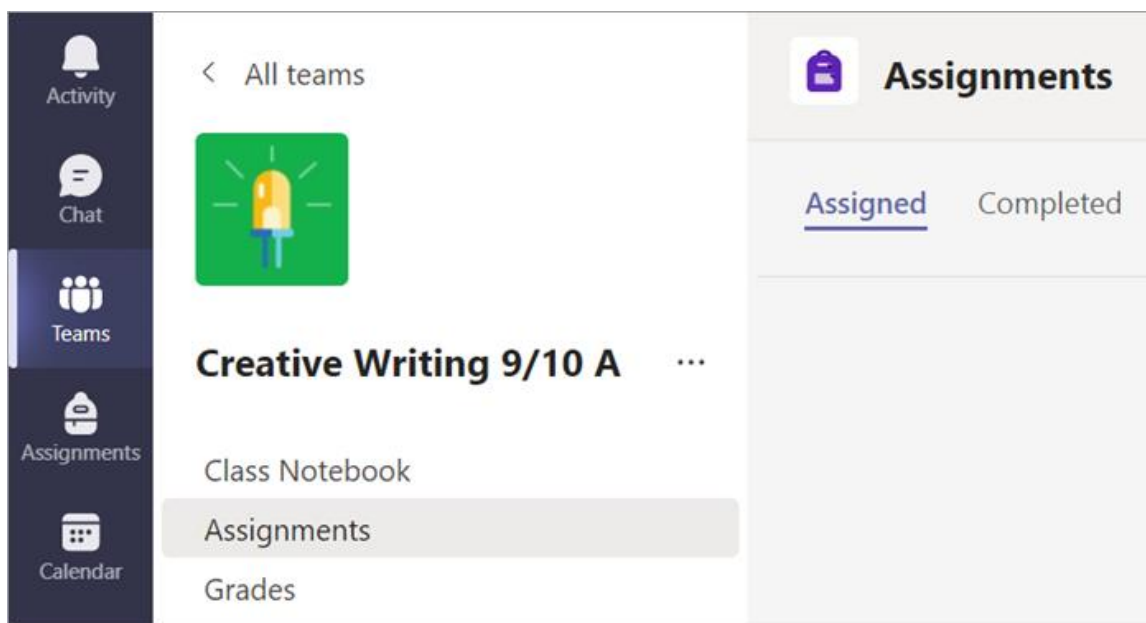
3. If your teacher specified a document for you to turn in (submit), or if you have other files to attach to this assignment, select **+Add work** and upload your file. You can attach up to 10 resources to an assignment. 500mb is the maximum file size for a resource.
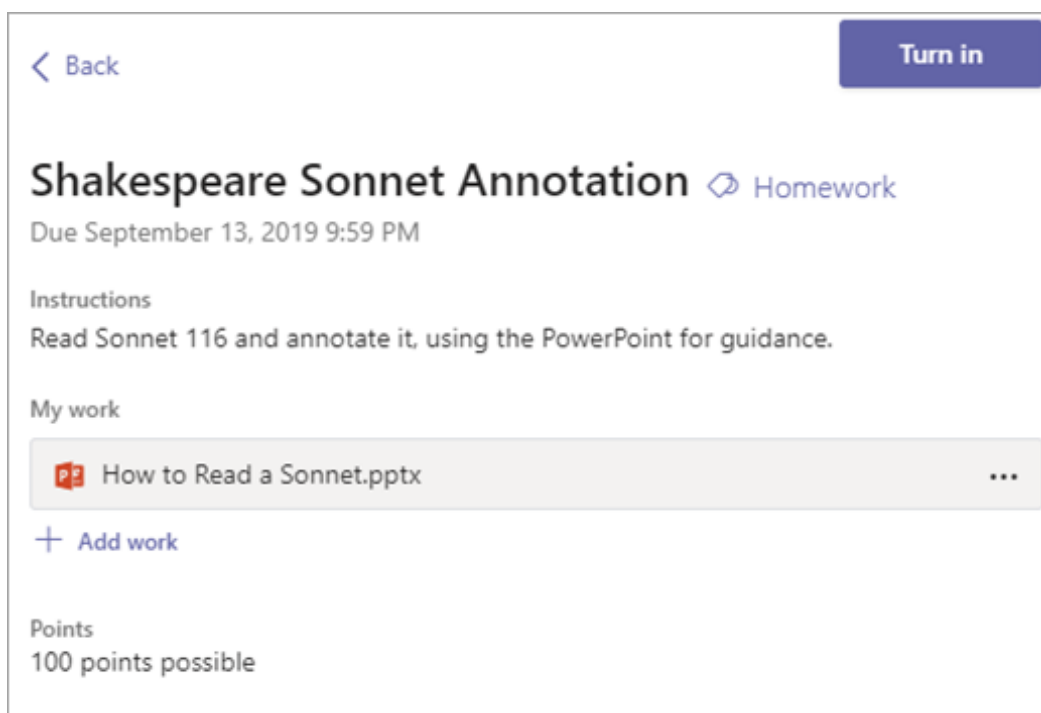
4. Select **Turn in** to submit an assignment before its deadline. This button will change depending on the status:
    - **Turn in for group** if you're working on a group assignment. Only one member of the group needs to turn in the assignment.
    - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
    - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
    - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

- ▪ **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Email

Each student is given an Archer Academy email address which is in the form:
[login]@thearcheracademy.org.uk

This email is the only account that should be used for any kind of school activity. Under no circumstances should students use their own personal email address.

Students are encouraged to use this email account to email teachers for support with work.

To access student email from home:
1. Type Office 365 into a search engine or browser, and then login. The link can be found at: https://www.office.com/
2. The email address will be as above, and the password will be the same password used to log in to computers at school.

Microsoft Outlook

To access email, click on Outlook. The first time this is accessed, you will need to choose the correct timezone which should be Greenwich Meantime.

Once you are signed into email, you may search for teachers' names in the TO box, and then type in your message. Always write in a formal tone, and do not expect an immediate reply. Teachers will respond within 24 hours.

You are encouraged to email your form tutor or appropriate subject teacher if you have any queries or questions about your schoolwork. Your teachers email addresses are available on the school website, use this link:
Staff | Archer Academy (thearcheracademy.org.uk)

Accessing your files from home

1. Visit the Office 365 website and log in using your Archer e-mail address and password
2. Log in to your account in the same way as usual. Your username and password will be the same as before and new students will be issued with these during the first week of term.
3. To access your private folders stored on your school account open OneDrive and select the 'N Drive' folder. You may wish to store documents here that you can open and edit in school too.

Storing passwords for multiple accounts

Most of the websites you use in school will work with your normal school email address and password. However, for some websites you may be asked to create a new account. You will be given instructions by your teacher, but always use your school email address and to make things easy use your school password.

Where to get help when at home (technicians, school website)

You can email the IT technicians at ITSupport@thearcheracademy.org.uk

You can email your tutor. Tutor's email addresses are listed here: Staff | Archer Academy (thearcheracademy.org.uk)

You can check the school website.

E-Safey

Being online is an integral part of children and young people's lives. Social media, online games, websites and apps can be accessed through mobile phones, computers, laptops and tablets – all of which form a part of children and young people's online world.

The internet and online technology provides new opportunities for young people's learning and growth, but it can also expose them to new types of risks.

E-safety forms a fundamental part of schools' and colleges' safeguarding and child protection measures. See our Safeguarding policy for further detail and guidance.

https://thearcheracademy.org.uk/wp-content/uploads/2023/09/Safeguarding-and-Child-Protection-Policy-September-2023.pdf