ICT guide for new students

As you are new to Esher High School, you will require some ICT information, simple instructions, and some ground rules regarding the ICT system at Esher High School. Here is a quick help sheet to guide you on your way – please take the time to read this carefully and if you have any troubles or questions, do not hesitate or be afraid to ask a member of the ICT Support Team who can be found on the first floor, at the top of the North-West stairs.

How Do I Log In?

When you sit down at a computer in a classroom, you will see a login screen, which has a box to enter your username and password. Login details will be provided during your first IT lesson in school. When you login for the first time, you will be prompted to change your password. Use a password that you will remember and keep it secret. *Your password is case sensitive and must be a minimum of eight characters and include a combination of upper/lower case letters and numbers.*

BE CAREFUL not to type any spaces before or after your username – if you do then your login will fail.

How Do I Change My Password?

1. Press the **Ctrl + Alt + Delete** keys together.

2. Click on 'Change a password.'

3. Do the following:

   - Enter your old password [For security, the password characters appear as stars as you type]

   - Type a new password
     [Your password is case sensitive and must be a minimum of eight characters and include a combination of upper/lower case letters and numbers. DO NOT use names that can be easily guessed!]

   - Enter your new password again to confirm the change is correct.

4. Click the   button to finish.

What is my school Email address?

You will have been setup with a school email address. It is in the format:

username@**esherhigh.surrey.sch.uk**   where *username =* your network username.

To access your email, go to the www.Office.com login with your school email address and password. Once logged in you will be able to open Outlook to view your email.

What is EdulinkOne?

EdulinkOne is an internet-based service where teaching staff set homework tasks. To access the site, click on the logo found on the Student Logins page under the Students tab on our EHS website.

Alternatively, type the following address into your browser:

https://www.edulinkone.com/#!/login

The school id is EHS, and your login details are the same as the one which you use for logging on to the computers in school.
For more information or help using EdulinkOne, speak to your form tutor or subject teacher.

What is My Maths?

www.mymaths.co.uk
My Maths is a website that provides learning material and homework tasks to help practice maths skills. The Maths department will provide the login username and ID to you.

Who should I speak to if I need IT help?

Your first point of contact should always be to your class teacher. They will be able to help you, or refer you to the ICT Support Team who are in the ICT Support Office on the first floor the auditorium at the top of the North West staircase.

ICT CODE OF CONDUCT

This code applies at all times, both in and out of lessons, whilst using the school equipment

✓	**I accept that I am responsible for all activity carried out under my username** on Esher High School's computer network.
✓	**I will only use my own Username and Password.** Do not login with another person's username or allow anyone else to use yours. Make every effort to keep your password secret: if you suspect it is known by others then change it immediately!
✓	**I agree not to cause intentional damage or disruption to the school network**, other users' data or to abuse the privacy of other users.
✓	**I will always respect the ICT equipment and its environment.** Food or drink should **never** be taken into the computer rooms.
✓	**I understand that access to the computer network, internet and email is provided to support learning.** It should not be used for anything that is not related to schoolwork.
✓	**I will conserve resources by only printing what is required for my schoolwork.**
✓	**My email messages will be polite and responsible.**
🚫	**I will not use email as a form of "chat."**
🚫	**I will not play or store games on any computer.**
✓	**I will report any unpleasant material or messages sent to me** on the understanding that my identity will be kept confidential.
🚫	**I will not attempt to bypass the school's Internet filtering system to access websites, which have been blocked.**
🚫	**I will not use the school's computer network to create or display content that may be abusive, upsetting, or offensive to others.**
🚫	**I will not download software or inappropriate files onto the school network from any source.** USB Pens/sticks may only be used for the transfer of schoolwork.
✓	**I understand that the school can check & monitor my activities on the school network, including my files, emails, and internet usage.**
✓	**I understand that if I break these rules – it will result in loss of access to internet, email, or my entire account.** Further disciplinary action may be taken which could include informing your parents or the police.