

Using School IT systems

Acceptable Use Agreement

- ▶ **The school will** monitor my use of the systems, devices and digital communications.
- ▶ **I will** keep my username and password safe and secure: *Don't share it. Don't write it down.*
- ▶ **I will** be aware of “stranger danger”, when I am communicating online.
- ▶ Don't add people you don't know.
- ▶ **I will** report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- ▶ **I will not** disclose or share personal information about yourself or others when online.

Office 365 and School Email

- ▶ Your school account and all files within are property of the school. As such, it will be monitored and accessed remotely by school staff.
- ▶ The school email system must only be used for school purposes.

Teams

- ▶ Teams uses your school account.
- ▶ Teams is to be considered a virtual classroom. Therefore any conduct that is unacceptable in a classroom is also unacceptable in Teams.
- ▶ Teams is only to be used for educational purposes only.
- ▶ Like with all other school IT systems, Teams will leave an activity trail which can, and will, be monitored by school staff.

Welcome to Microsoft Teams!

- ▶ Teams is the way that we are going to organize **Live Lessons** and **Remote Learning** over the next year.
- ▶ You can access Teams via a computer using a **web browser** or the **Teams app**.
- ▶ You can access Teams via a portable device (tablet or phone) by using the **Teams App**. It may work on a browser - but probably not very well!
- ▶ You can even get notifications about your homework so you don't forget it!

Why?

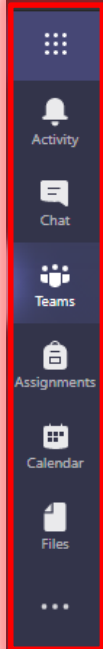
- ▶ Teams will act as a central 'hub' to find your work and live lessons.
- ▶ All teachers will use it in a slightly different way **BUT** the way you find your work will be exactly the same.
- ▶ Some teachers may link you to other websites (Seneca, myMaths, GCSEPod, DrFrost etc.) to complete work.
- ▶ You do not need to have Microsoft Office on your computer - you can do it all online!

How to log in...

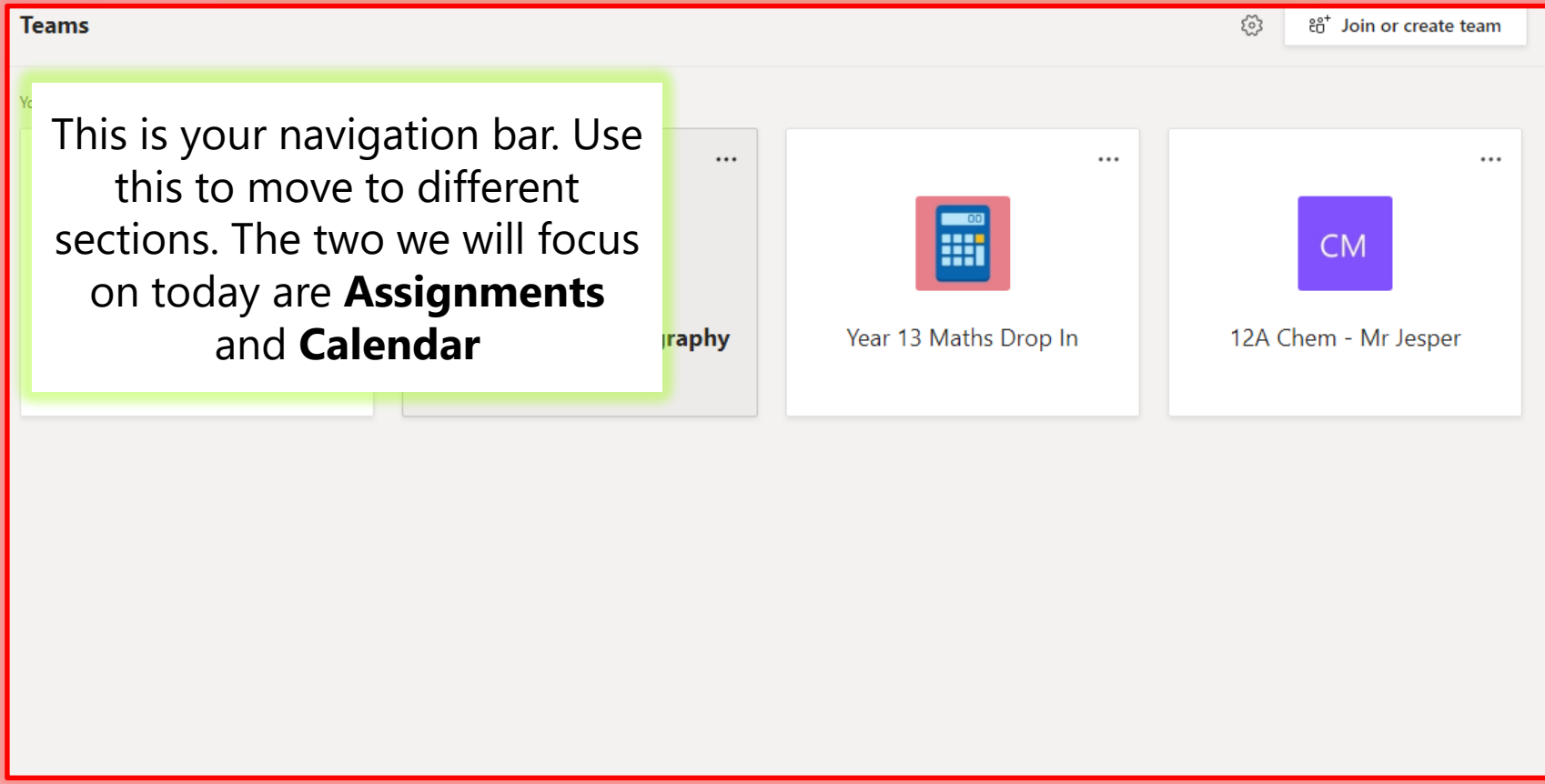
- ▶ Head to teams.microsoft.com
- ▶ Your username is your **school email**.
- ▶ Your password is the same as your **school computer password**.

Assignments and Work

This is your Teams home screen. Here you will see all of the classes you belong to. You can click on any of the buttons to view that class.



This is your navigation bar. Use this to move to different sections. The two we will focus on today are **Assignments** and **Calendar**



Click the **Class** you want to check and press **Next**

To see what work you have due for a class click the **Assignments** button



Choose a class

Search classes



12 12A 2020

1 12A Chem - Mr Jesper

Y Y13 Miss Dudill Geography

Y Year 13 Maths Drop In

Next

Here you will see that there is a piece of homework due for tomorrow night. **Click** on it and it will open the instructions.

▼ Assigned

Y12 - Homework 1 - Is chemistry fun? (YES!)
Due tomorrow at 11:59 PM

Y12 - Homework 1 - Is chemistry fun? (YES!)
Due tomorrow at 11:59 PM

Instructions
Use the resources below and complete the questions. Remember to add your notes into the word document!

Reference materials

- YouTube Video
- Help Presentation.pptx

My work

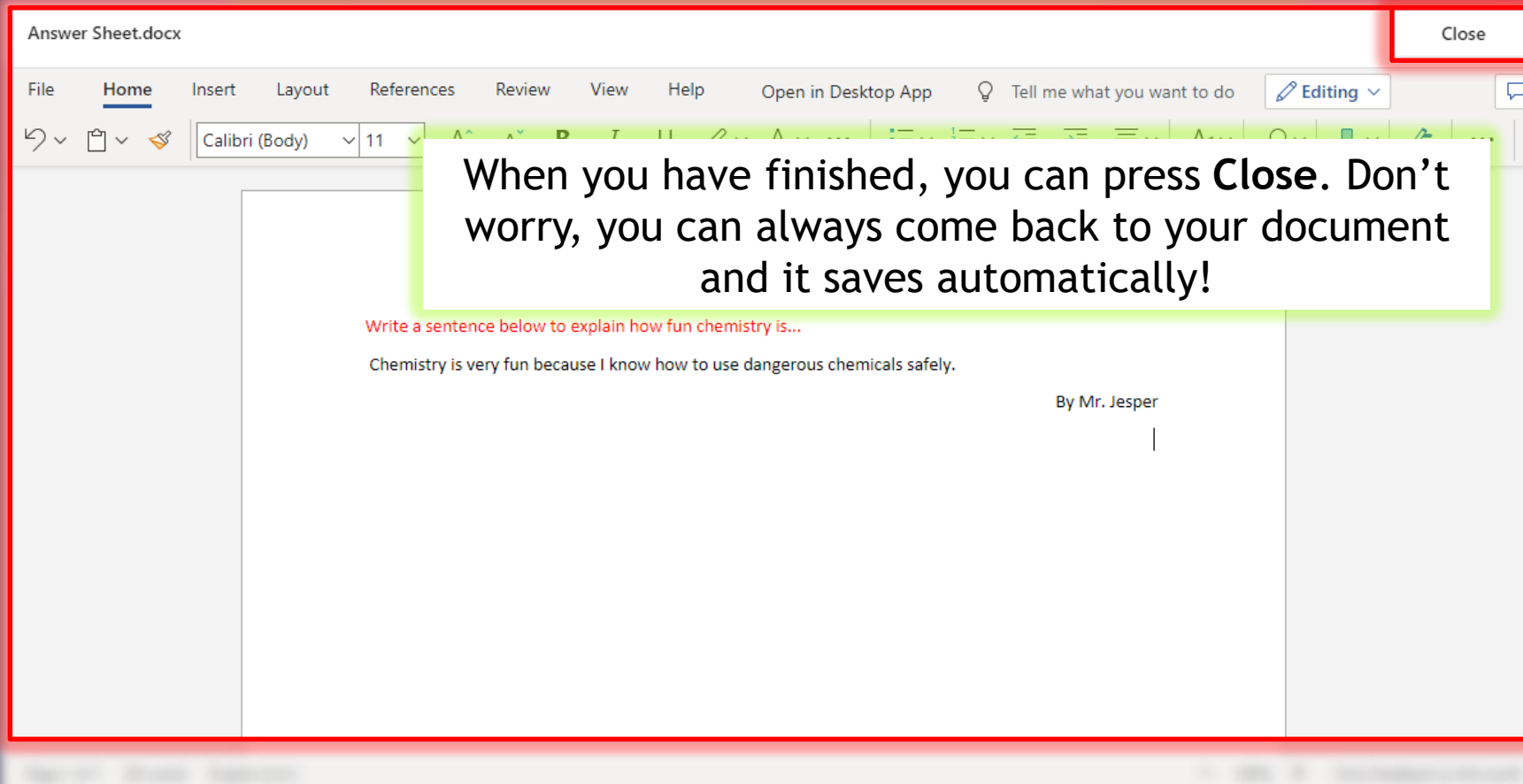
- Answer Sheet.docx

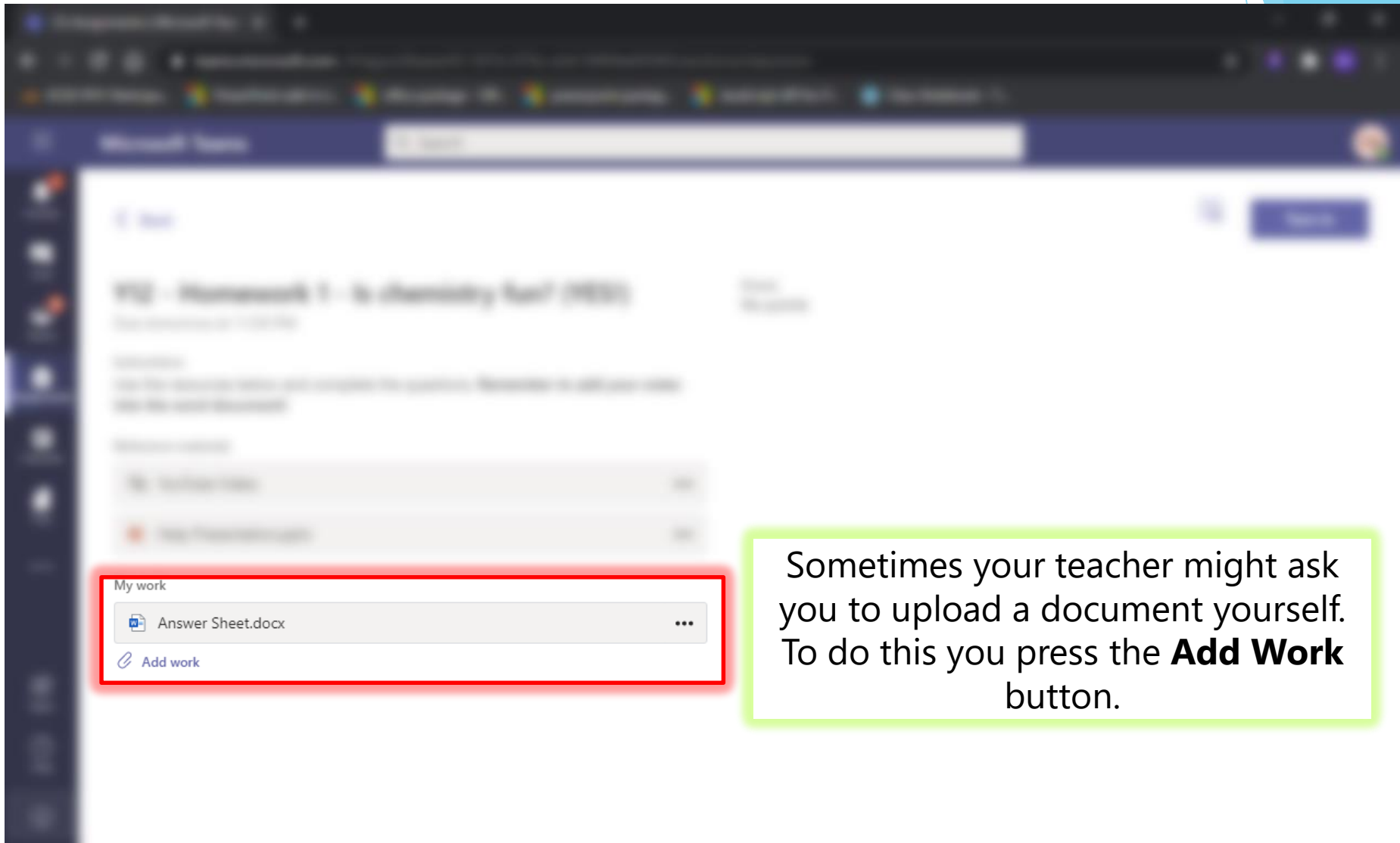
[Add work](#)

This is your instructions and **reference material** box. If your teacher sets you a video to watch, or gives you some textbook information for your homework it will appear here!

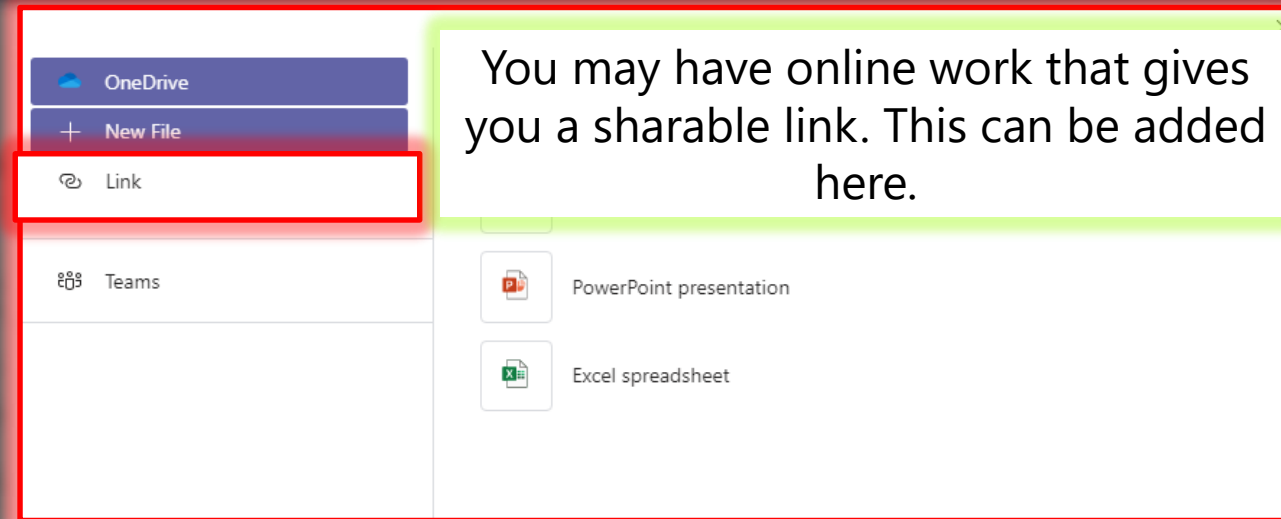
This is your **homework document**. Your teacher may give you one to complete or you might have to upload your own.

In this example, the teacher has given out a **Word document** to complete with an instruction. You don't need to download it, it can all be done online!



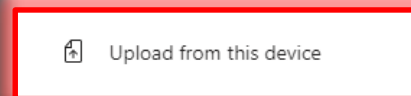


Here you can create an empty Word, Powerpoint, or Excel file to work in.



The screenshot shows the OneDrive 'New' menu. On the left, a sidebar contains 'OneDrive', 'New File', 'Link', and 'Teams'. The 'Link' option is highlighted with a red box. To the right, a green box contains the text: 'You may have online work that gives you a sharable link. This can be added here.' Below this, there are two options: 'PowerPoint presentation' with a red 'P' icon and 'Excel spreadsheet' with a green 'X' icon.

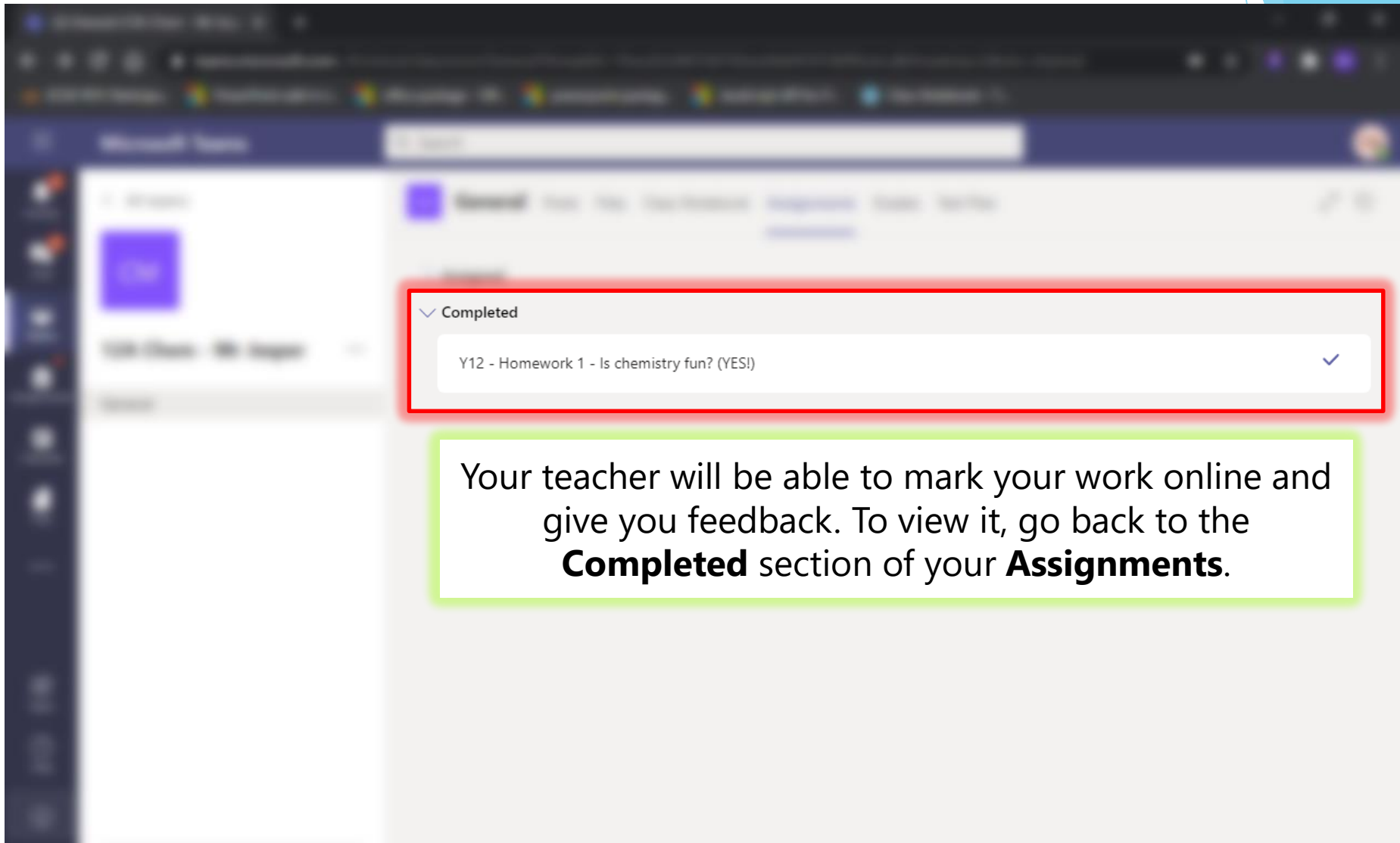
Most often, you will be uploading a different file like a photo or a .pdf. This is the button you click to do that!



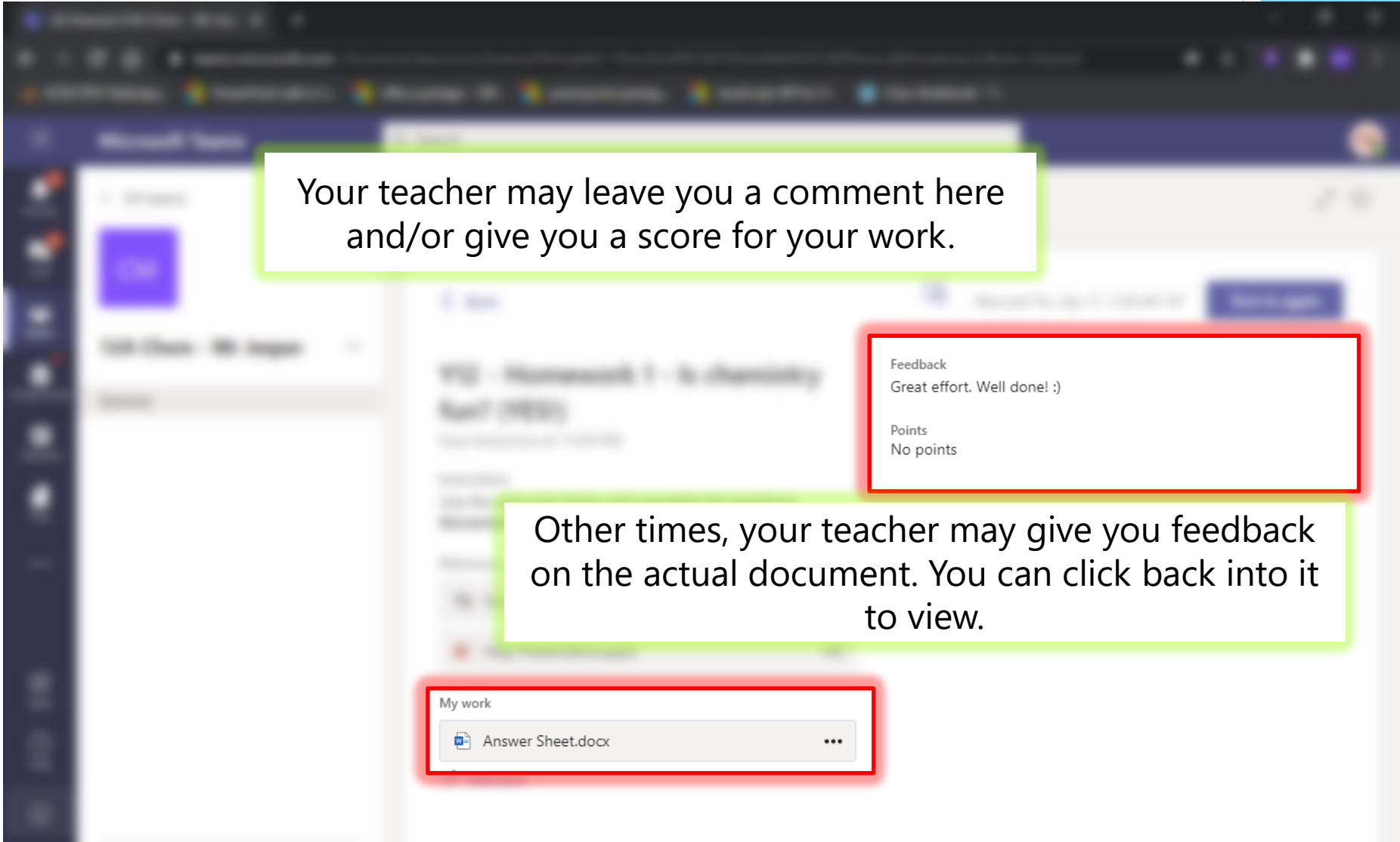
The screenshot shows a button with a folder icon and the text 'Upload from this device', which is highlighted with a red box.

Once you have attached your work to the assignment you have to remember to press **Turn In**. Your work will still save if you don't, but it lets the teacher know that it's your final submission.

Turn in



Your teacher will be able to mark your work online and give you feedback. To view it, go back to the **Completed** section of your **Assignments**.

A screenshot of a Microsoft Teams interface showing an assignment page. The page has a dark blue header with the Microsoft Teams logo and a sidebar on the left with various icons. The main content area is white and contains an assignment titled 'My assignment' with a due date of 'Next Friday'. There are three callout boxes: a green one at the top, a red one on the right, and another green one at the bottom. The red callout box contains feedback and points information. The bottom green callout box contains a list of work items.


Your teacher may leave you a comment here
and/or give you a score for your work.

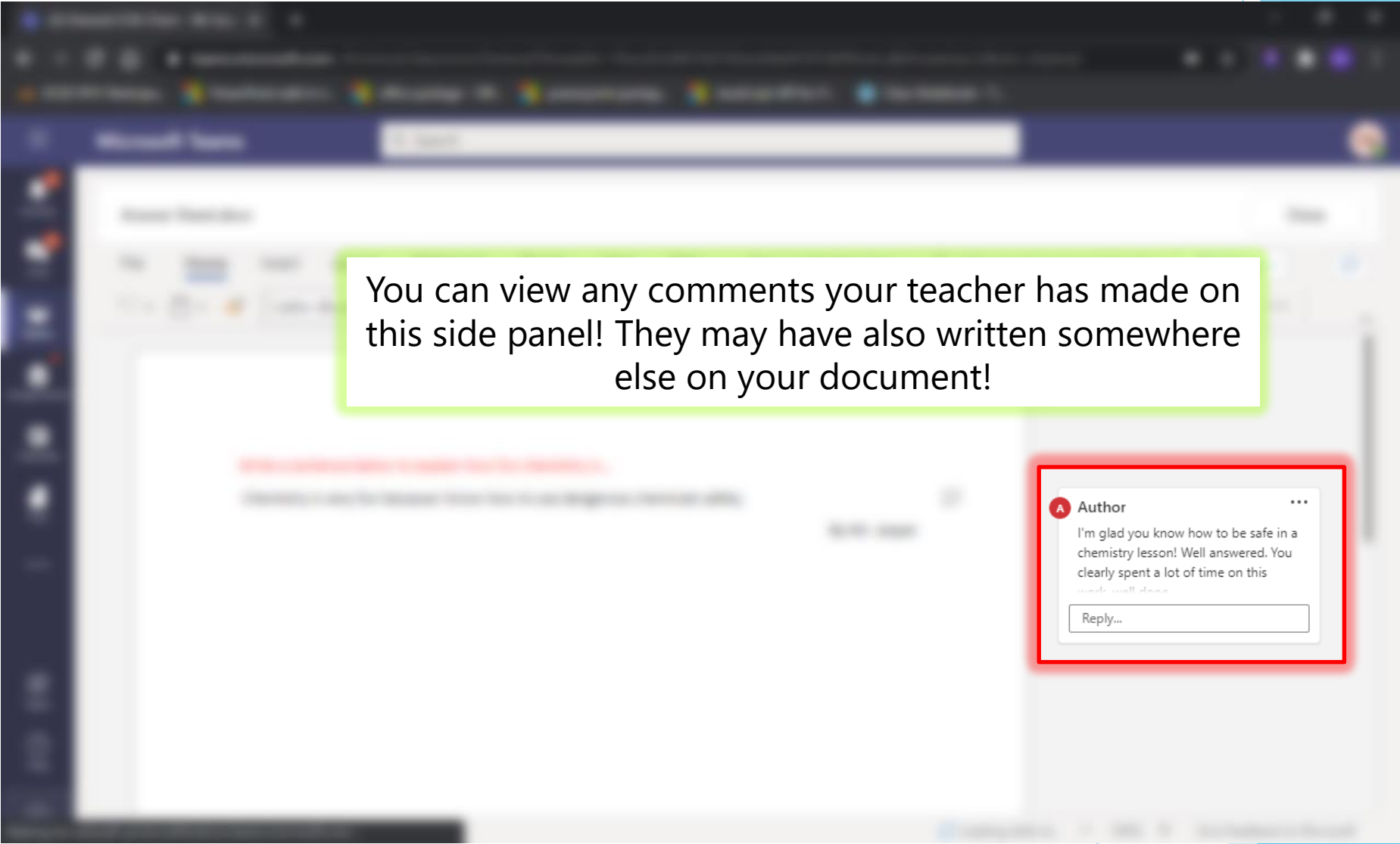
Feedback
Great effort. Well done! :)

Points
No points

Other times, your teacher may give you feedback
on the actual document. You can click back into it
to view.

My work

 Answer Sheet.docx ...

A screenshot of a Microsoft Teams web interface. The top navigation bar is dark blue with the 'Microsoft Teams' logo and a search bar. Below the navigation bar, there's a document viewer. A green rectangular box highlights a text overlay in the center of the screen. In the bottom right corner of the document viewer, a comment bubble is visible, outlined with a red rectangle. The comment bubble contains the text 'Author' followed by a message and a 'Reply...' button.

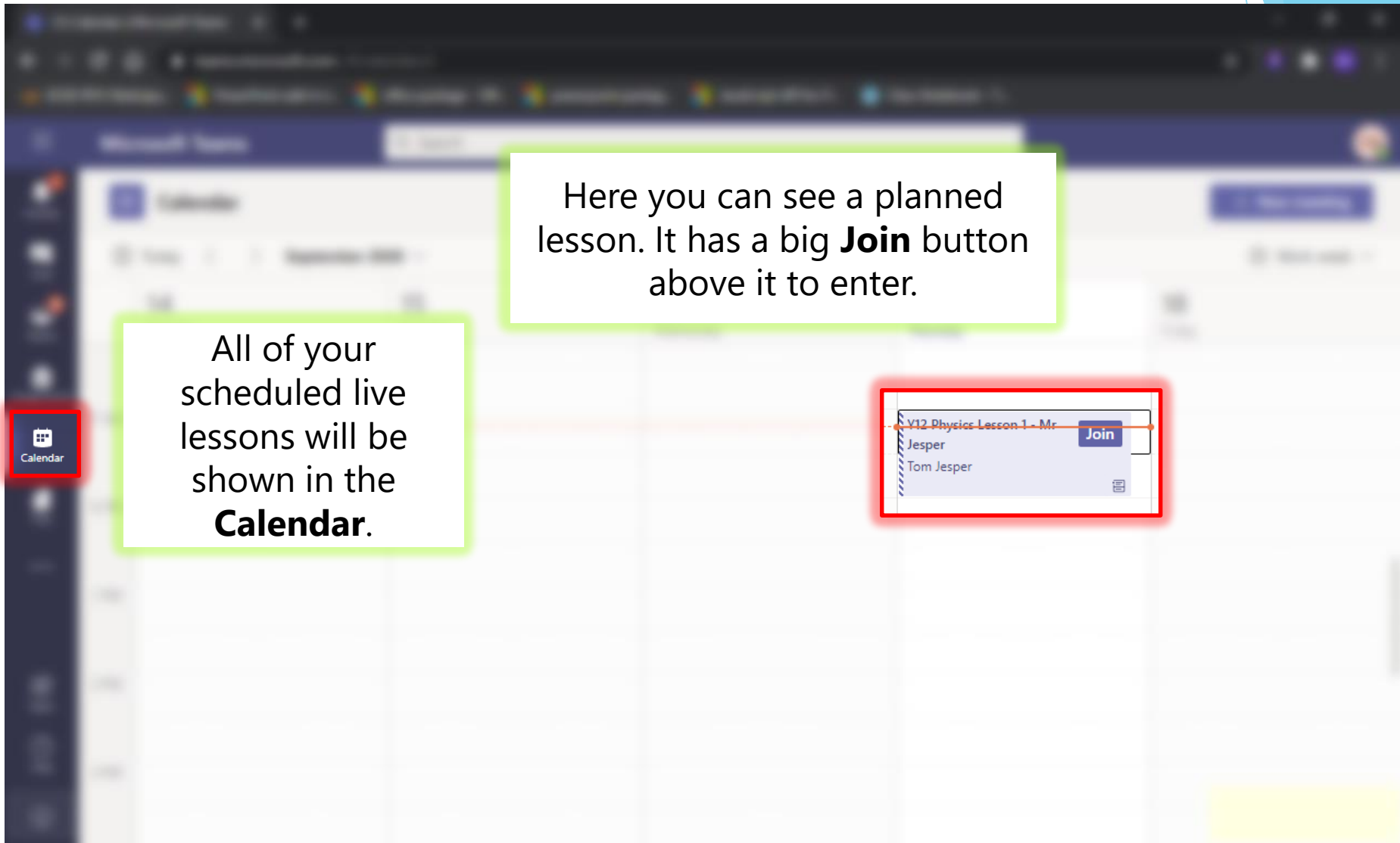
You can view any comments your teacher has made on this side panel! They may have also written somewhere else on your document!

A Author ...

I'm glad you know how to be safe in a chemistry lesson! Well answered. You clearly spent a lot of time on this work well done

Reply...

Live Lessons



After you click join, it will give you this **pop up**.
You should **NEVER** join with your camera turned on.
You can mute your microphone from this screen or the next.



You can see your teacher's screen here and you're now in the lesson! The screen might be slightly different, but you can see you're in the right place.

101 reasons why the Space Landing wasn't fake...



03:32



If you are answering a question via a message you can use this **chat** window. Press the **Message** button on the bottom bar to see it.

Your teacher might ask you to answer a question. You can **unmute** your microphone with this button.



Meeting chat ✕

TJ Tom Jesper 11:10 AM
Scheduled a meeting

📅 Y12 Physics Lesso...
Thursday, September...

TJ Tom Jesper 11:30 AM
Please write your questions here!

11:31 AM
Was Apollo 11 the one that crashed?

Reply

Using Moodle

Queen Elizabeth High School



Home

About Us ▾

School Life ▾

Student Well-being ▾

Years 9-11 ▾

Sixth Form ▾

Community ▾

Transition





Queen Elizabeth High School



qehs.net



Go to qehs.net

Queen Elizabeth High School



Home

About Us ▾

School Life ▾

Student Well-being ▾

Years 9-11 ▾

Sixth Form ▾

Community ▾

Transition



Click on Students

Students

Queen Elizabeth High School



Home

About Us +

School Life +

Student Wellbeing +

Years 9-12 +

Staff Profile +

Community +

Transition



Home

About Us ▾

School Life ▾

Student Well-being ▾

Years 9-11 ▾

Sixth Form ▾

Community ▾

Transition

HOME / STUDENTS

STUDENTS

Year 9 Survey: Student Safety Around School

- [Link to Survey](#)

Quick Links

- [GCSEPod \(external URL\)](#) (for more information on how to login, see our [news article on GCSEPod](#))
- [Kerboodle \(external URL\)](#)
- [Moodle \(external URL\)](#)
- [Seneca Learning \(external URL\)](#)
- [Renaissance Learning \(external URL\)](#)
- [Department Resources](#)

Sixth Form

STUDENTS

Step 1 Survey Student Safety Around School

[View Survey](#)

Quick Links

- [Moodle \(external URL\)](#)
- [Moodle \(external URL\)](#)
- [Moodle \(external URL\)](#)
- [Moodle \(external URL\)](#)
- [Moodle \(external URL\)](#)

Quick Links


Quick Links

- [GCSEPod \(external URL\)](#) (for more information on how to login, see our [news article on GCSEPod](#))
- [Kerboodle \(external URL\)](#)
- [Moodle \(external URL\)](#)
- [Seneca Learning \(external URL\)](#)
- [Renaissance Learning \(external URL\)](#)
- [Department Resources](#)

Click on Moodle

QEHS Moodle

Site news

**Remote Resources**
by [Net Admin](#) - Friday, 11 September 2020, 3:36 PM

Please use the following links to get to the relevant remote learning resources if you are off school:


- [Year 9](#)
- [Year 10](#)
- [Year 11](#)
- [Year 12](#)
- [Year 13](#)

[Permalink](#)
[Discuss this topic](#) (0 replies so far)


[QEHS Home](#)

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a Free web application that educators can use to create effective online learning sites.

Main menu

 [Site news](#)

Course categories

 [Art](#)

Login Here

You are not logged in. ([Log in](#))

Use your school
network login

Use your school
network password

QEHS Moodle

☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?


Some courses may allow guest access

Log in as a guest

🏠 Home

- 🗺 Dashboard
- 📅 Calendar
- 📄 Private files
- 🖋 Content bank
- 🎓 My courses
- 🎓 Y13remote
- 🎓 Y11Remote
- 🎓 Yr9/10 Help
- 🎓 Y12 ASlevel Maths
- 🎓 Y13 Alevel Maths
- 🎓 GCSE FM resources
- 🎓 GCSE new AQA 9200

QEHS Moodle



Site news

[Subscribe to this forum](#)



Remote Resources
by [Net Admin](#) - Friday, 11 September 2020, 3:36 PM

Please use the following links to get to the relevant remote learning resources if you are off school:

- [Year 9](#)
- [Year 10](#)
- [Year 11](#)
- [Year 12](#)
- [Year 13](#)

[Permalink](#)

[Discuss this topic](#) (0 replies so far)

QEHS Home

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a Free web application that educators can use to create effective online learning sites.

Logged in user



James Gray

Email address: jgray@qehs.net

Main menu

For year 10 and 11 only, click here and choose profile, then enter your school email in the box: `username@qehs.net`

James Gray

Dashboard

Profile

Grades

Messages

Preferences

Log out

For the time being,
remote resources will
be here.



Remote Resources

by [Net Admin](#) - Friday, 11 September 2020, 3:36 PM

Please use the following links to get to the relevant remote learning resources if you are off school:

- [Year 9](#)
- [Year 10](#)
- [Year 11](#)
- [Year 12](#)
- [Year 13](#)

[Permalink](#)

[Discuss this topic](#) (0 replies so far)

Passwords

Is your password anything like this...?

Password: `qwerty123`

Is your password anything like this...?

Password: your date of
birth

Is your password anything like this...?

Password: pet's name

Is your password anything like this...?

Password: 123456

Is your password anything like this...?

Password: secret

Is your password anything like this...?

Password: password1

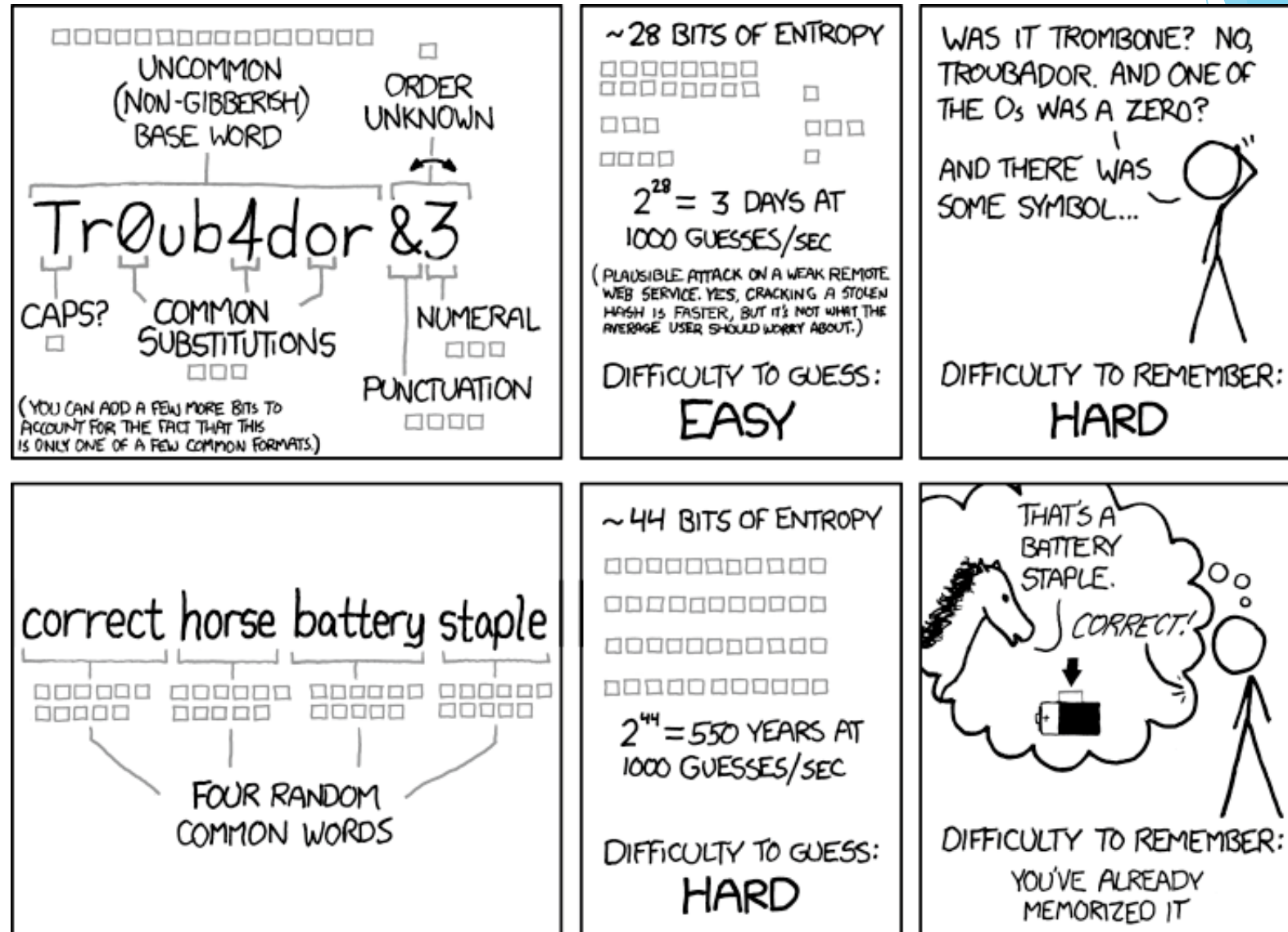
If they are, you're at risk of being hacked.

- ▶ As we move to using school email addresses to access Teams and other Office apps, you're school login is more at risk.
- ▶ Learn to set high quality passwords that are:
 - ▶ Easy to remember
 - ▶ Hard to guess
- ▶ This is good practice across your digital life

What makes a good password?

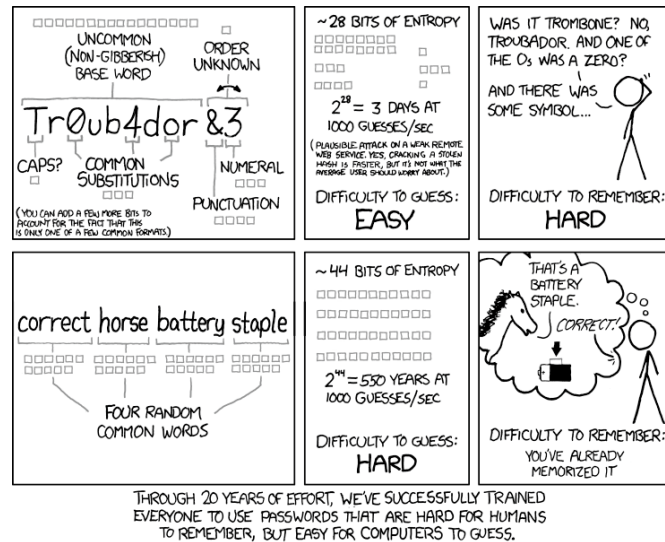
- ▶ Easy to remember, hard to guess.
- ▶ Social engineering proof (don't include personal information that could be found on social media)
- ▶ Not the same on multiple platforms
- ▶ When possible use 2 factor authentication

Easy to remember, hard to guess



THROUGH 20 YEARS OF EFFORT, WE'VE SUCCESSFULLY TRAINED EVERYONE TO USE PASSWORDS THAT ARE HARD FOR HUMANS TO REMEMBER, BUT EASY FOR COMPUTERS TO GUESS.

Easy to remember, hard to guess



- ▶ Length is more important than using weird symbols
- ▶ But some punctuation is good
- ▶ 3 random but memorable words, with some special characters works well, e.g.
 - ▶ elephant!mobile@confusion
- ▶ Using the first letters of memorable phrases can work well.

Guess the phrase from the initials:

- ▶ hpatpoa3 (Famous book)
- ▶ hb2yhb2y (You'll probably hear this song once a year)
- ▶ 2hbaidifv (One for the English Lit fans to set their scene)
- ▶ Altaiaagffa4 (The greatest film series ever started here)

Answers

- ▶ Harry Potter and the Prisoner of Azkhaban book 3
- ▶ Happy Birthday to you, Happy Birthday to you
- ▶ Two houses, both alike dignity, in fair Verona (where we set our scene)
- ▶ A long time ago, in a galaxy far, far away

Other Password advice

- ▶ Don't make all passwords the same
- ▶ Change your school password on a school computer
- ▶ Don't use information that can be found from social media
- ▶ **DON'T TELL OTHER PEOPLE YOUR PASSWORD!**
 - ▶ A lot of passwords are 'hacked' by people giving away info, not by clever use of computers.

MOVIE HACKING...

IF I CAN JUST OVERCLOCK THE UNIX
DJANGO, I CAN BASIC THE DDOS
ROOT. DAMN. NO DICE. BUT WAIT... IF I
DISENCRYPT THEIR KILOBYTES WITH A
BACKDOOR HANDSHAKE
THEN... JACKPOT.



REAL HACKING...

HI, THIS IS ROBERT
HACKERMAN. I'M THE
COUNTY PASSWORD
INSPECTOR.

HI BOB! HOW CAN I
HELP YOU TODAY?



2 Factor Authentication

- ▶ A lot of platforms, e.g. Gmail, Snapchat, Instagram, Steam, Battlenet, offer 2 factor authentication
- ▶ This means you will need to confirm a login from a new place, via a code emailed to you or similar, to check it's you logging in.
- ▶ Look at the platforms you use to see if you can add this.

School Emails

- ▶ You'll be getting a school email soon, which can be used to access Teams and other Office programs.
- ▶ Please use this to stay in contact with your teacher, not just in the event of lockdown, but any time you need help.
- ▶ Email (and other school systems) should only be used for school business.
- ▶ The school can access records of all emails sent from your school email.
- ▶ When writing emails, be professional. Use full sentences and greeting/sign offs (Dear Mr Williams; Thanks, Brian)
- ▶ Use the subject line

Good practice for saving work

- ▶ Use the N drive to save your own work
- ▶ Use folders to organise work for different subjects
- ▶ Use good filenames
- ▶ The M drive is where teachers can put work for you to look at
- ▶ Do not work on a USB pen drive - they break and you will lose it (and have to start again)
- ▶ Do not save work to "Documents" - this is on the PC, not the network. You may never see it again

Any Questions

- ▶ A lot of these systems are new to the school, and we want to make them as easy to use as possible.
- ▶ Please let your form tutor know if you have any questions and we'll aim to answer them ASAP.