

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?

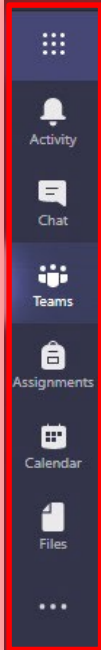
- ▶ Teams will act as a central ‘hub’ to find your work and live lessons.
- ▶ All teachers will use it in a slightly different way **BUT** the way you find your work will be exactly the same.
- ▶ Some teachers may link you to other websites (Seneca, myMaths, GCSEPod, DrFrost etc.) to complete work.
- ▶ 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**

A screenshot of the Microsoft Teams home screen. The interface is titled 'Teams' at the top left. In the top right corner, there is a gear icon for settings and a button labeled 'Join or create team'. The main area displays a grid of class tiles. The first visible tile is for 'Year 13 Maths Drop In' with a calculator icon. The second visible tile is for '12A Chem - Mr Jesper' with a purple square icon containing the letters 'CM'. A third tile is partially visible on the left, labeled 'graphy'. Each tile has a three-dot menu icon in its top right corner. The entire screenshot is enclosed in a red border.

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

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

Assignments

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

The image shows a screenshot of a homework assignment page. The page is titled "Y12 - Homework 1 - Is chemistry fun? (YES!)" and is due tomorrow at 11:59 PM. It contains instructions, reference materials, and a section for the student's work. A red box highlights the title, due date, instructions, and reference materials. A green box highlights the instructions and reference materials. A blue box highlights the student's work section.

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

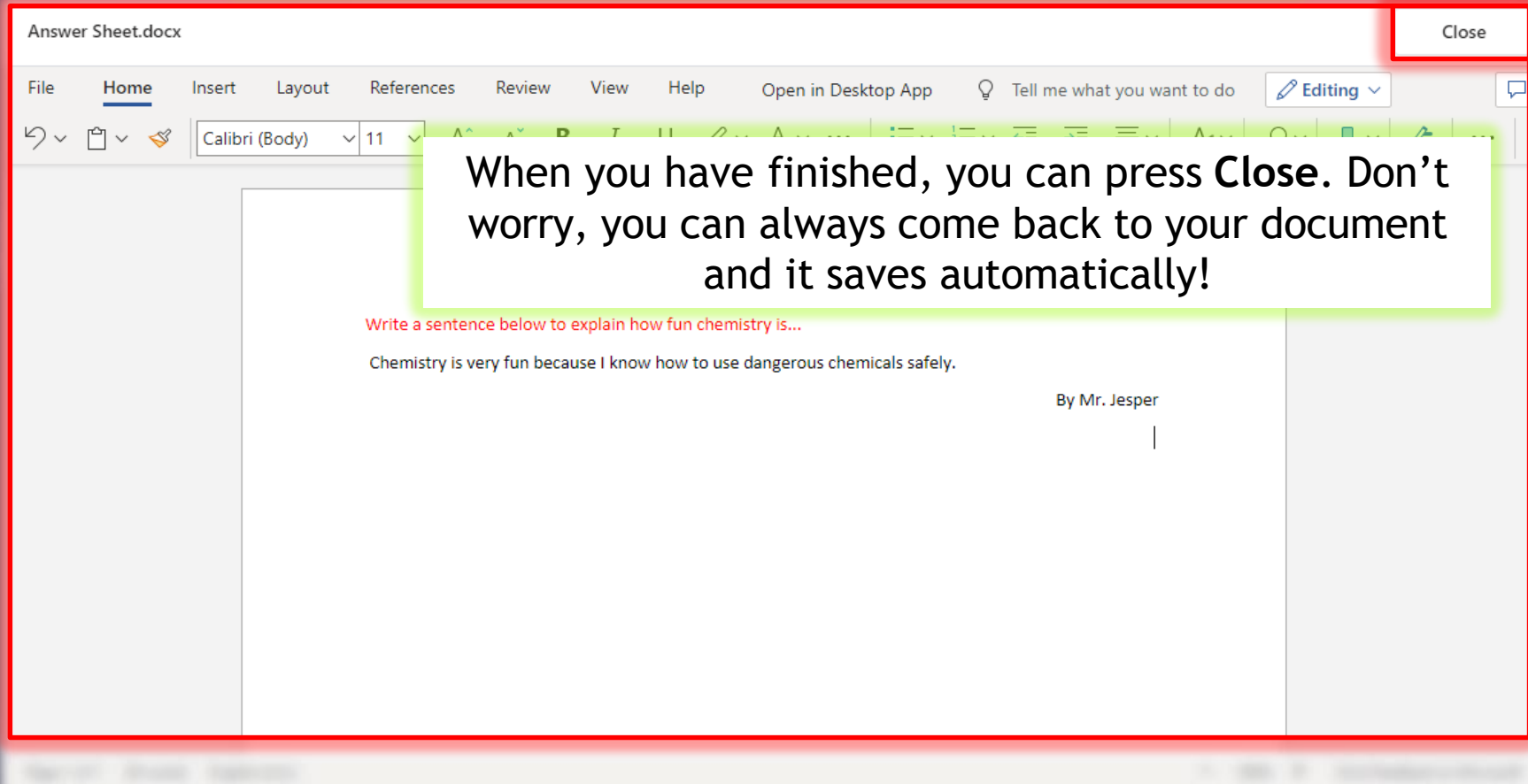
- Answer Sheet.docx

[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!

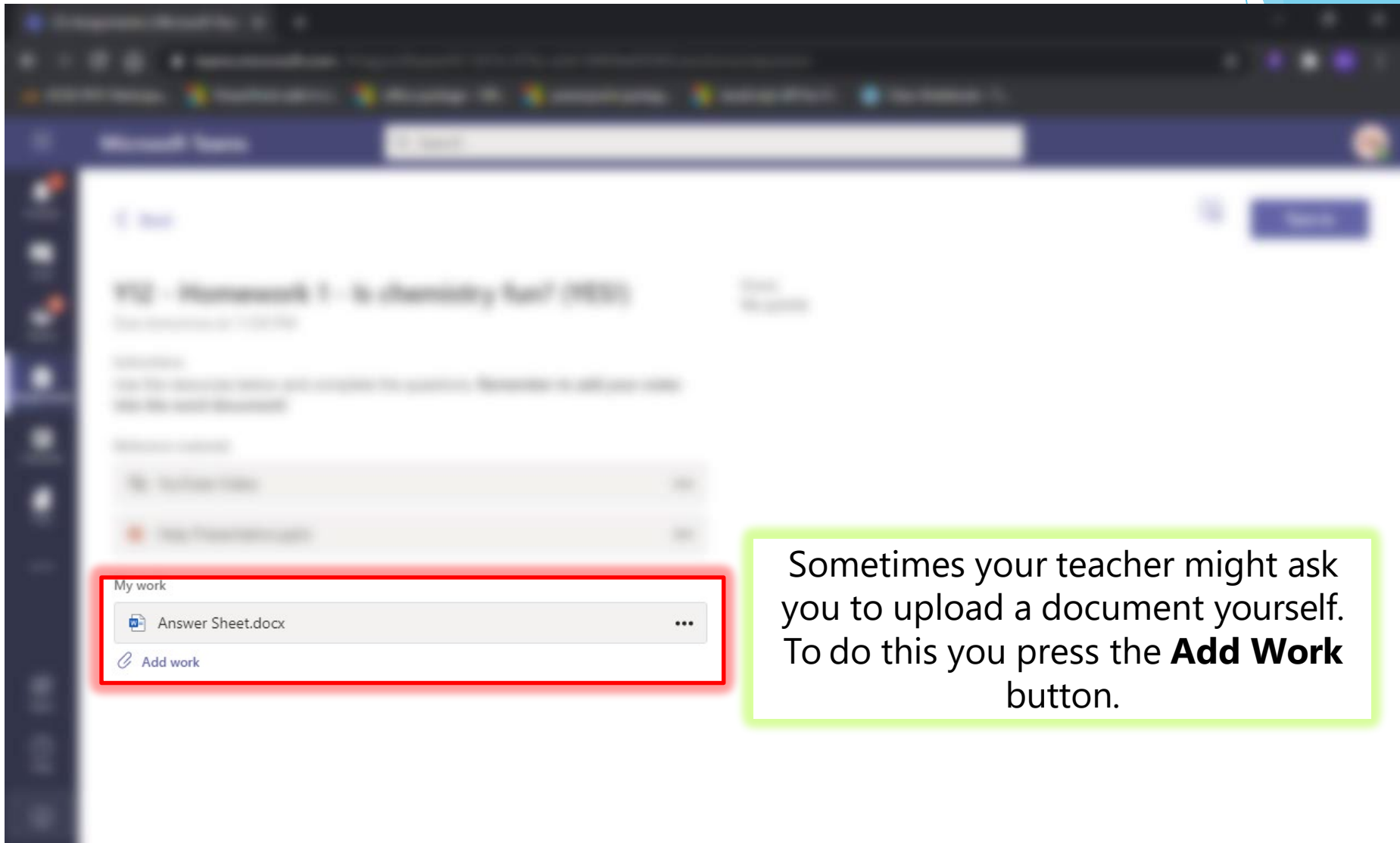
This is your homework document. Your teacher may give you one to complete or you might have to upload your own.

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!



The screenshot shows a Microsoft Word document titled "Answer Sheet.docx". The ribbon is set to "Home", and the font is "Calibri (Body)" in size 11. A text box contains the instruction: "Write a sentence below to explain how fun chemistry is...". Below this, a student has written: "Chemistry is very fun because I know how to use dangerous chemicals safely." The signature "By Mr. Jesper" is visible at the bottom right of the text area. A red box highlights the "Close" button in the top right corner of the document window.

When you have finished, you can press **Close**. Don't worry, you can always come back to your document and it saves automatically!



Sometimes your teacher might ask you to upload a document yourself. To do this you press the **Add Work** button.

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

OneDrive

+ New File

🔗 Link

👤 Teams

📄 PowerPoint presentation

📊 Excel spreadsheet

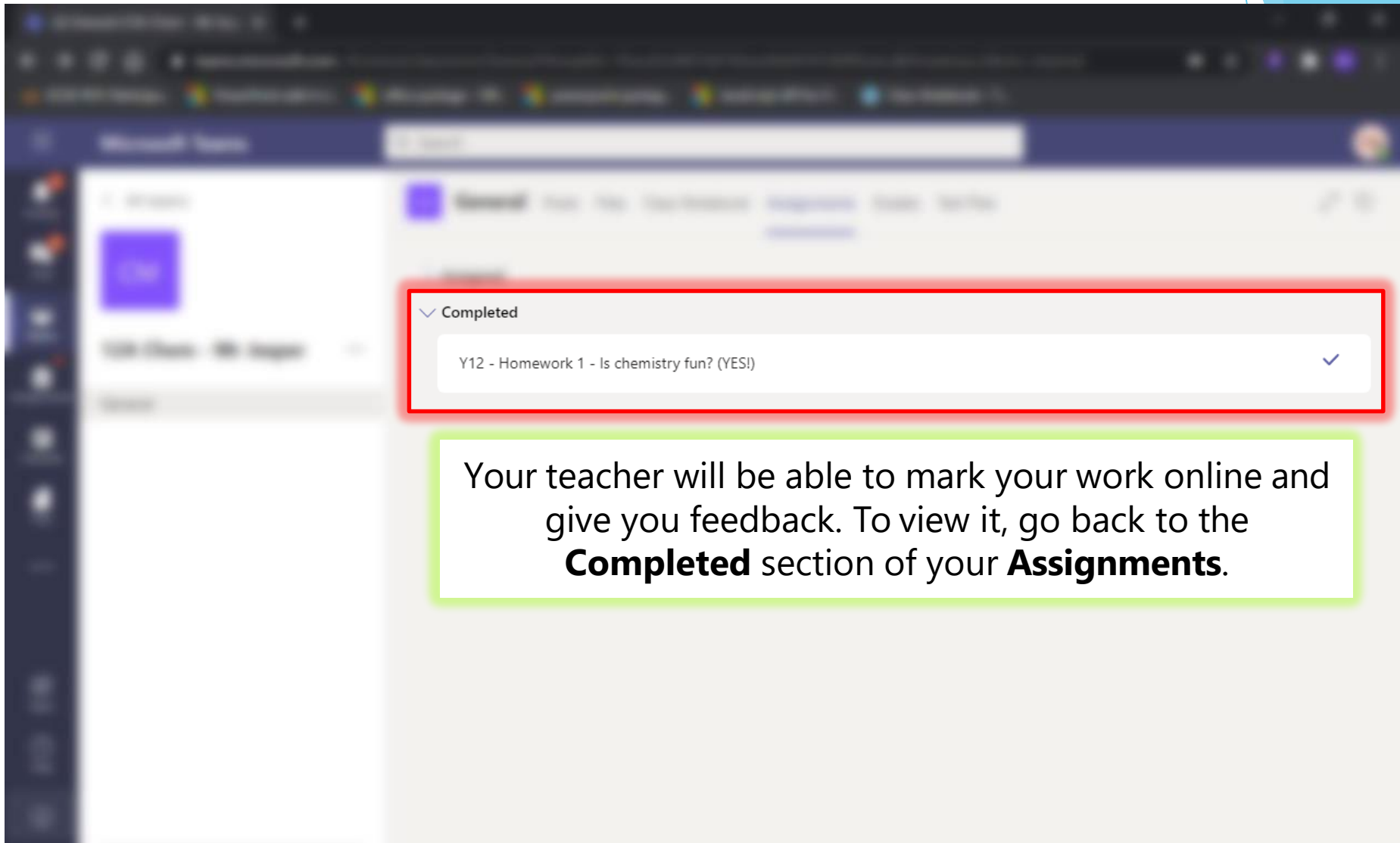
You may have online work that gives you a sharable link. This can be added here.

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

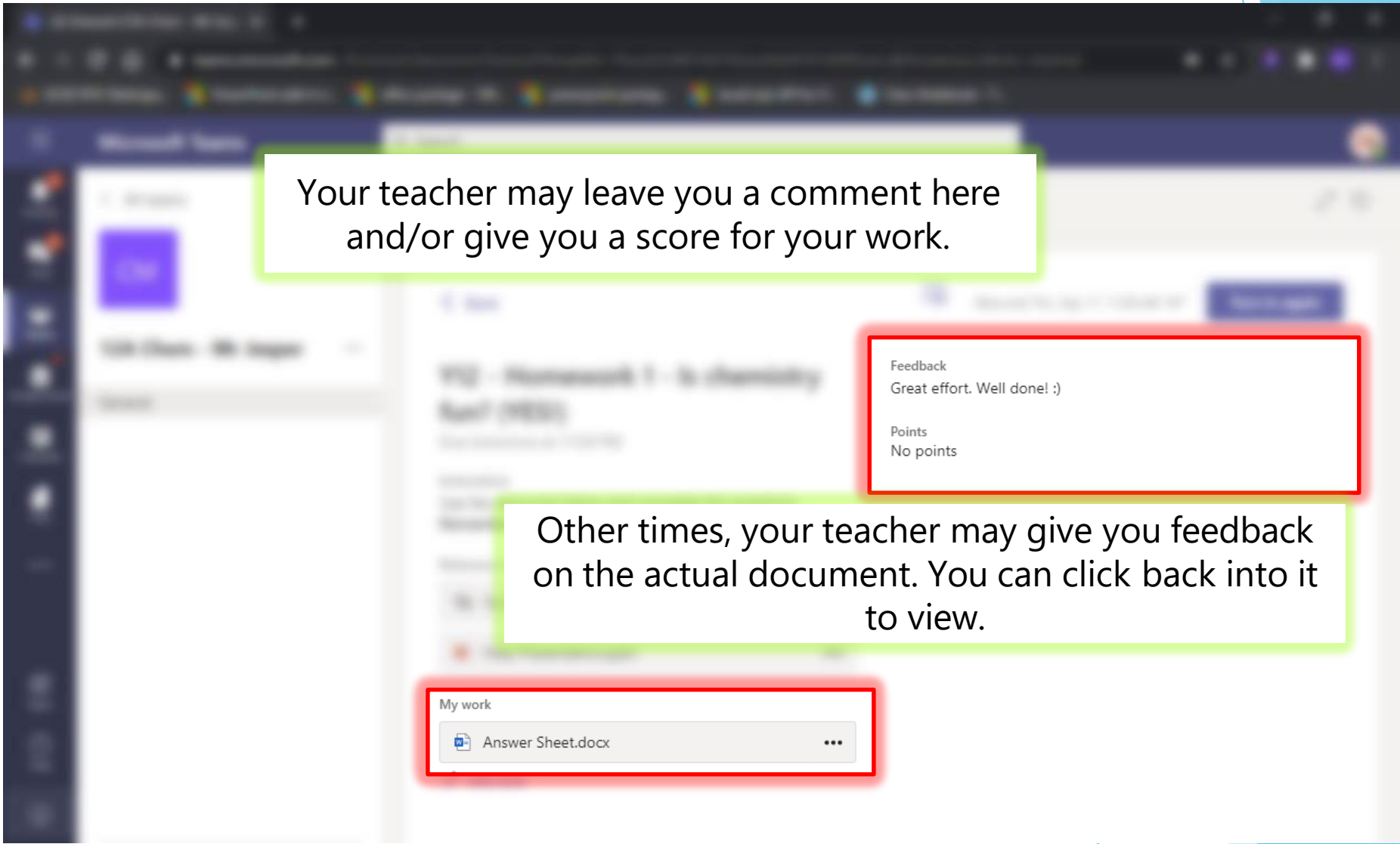
📄 Upload from this device

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**.




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

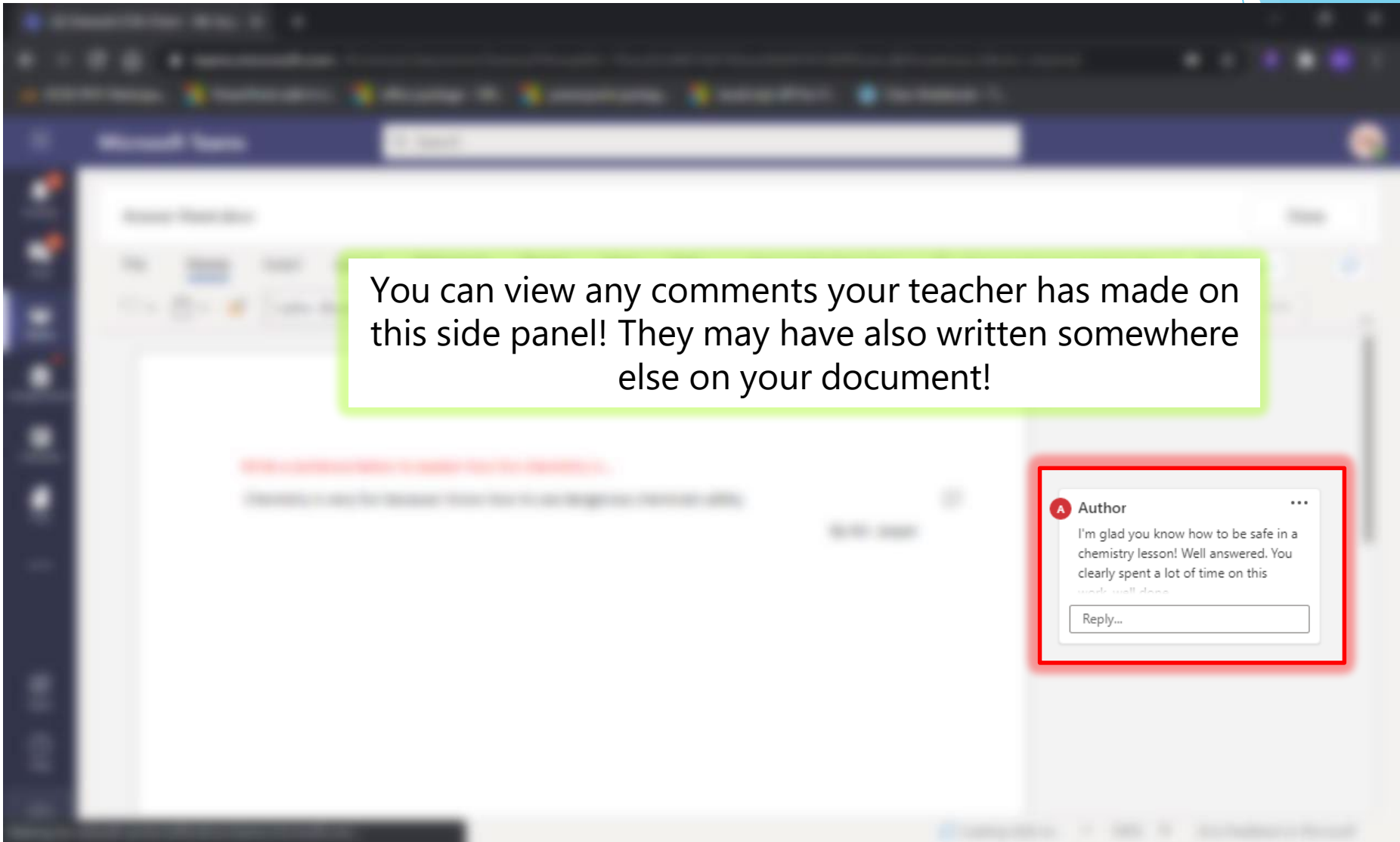
Feedback
Great effort. Well done! :)

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 ...



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

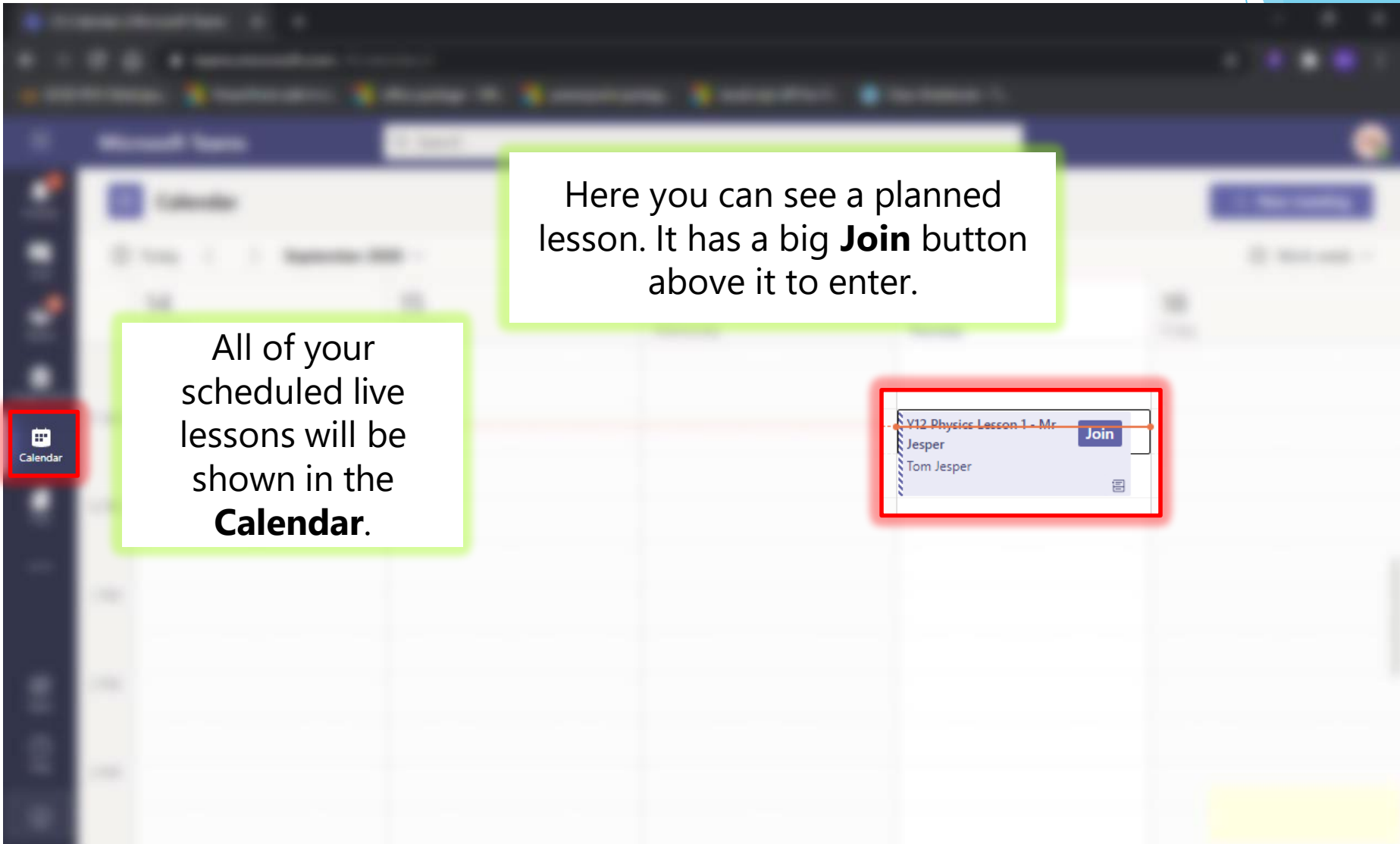
A Author ⋮

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

...with well done

Reply...

Live Lessons



Here you can see a planned lesson. It has a big **Join** button above it to enter.

All of your scheduled live lessons will be shown in the **Calendar**.

V12 Physics Lesson 1 - Mr
Jesper
Tom Jesper

Join

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...

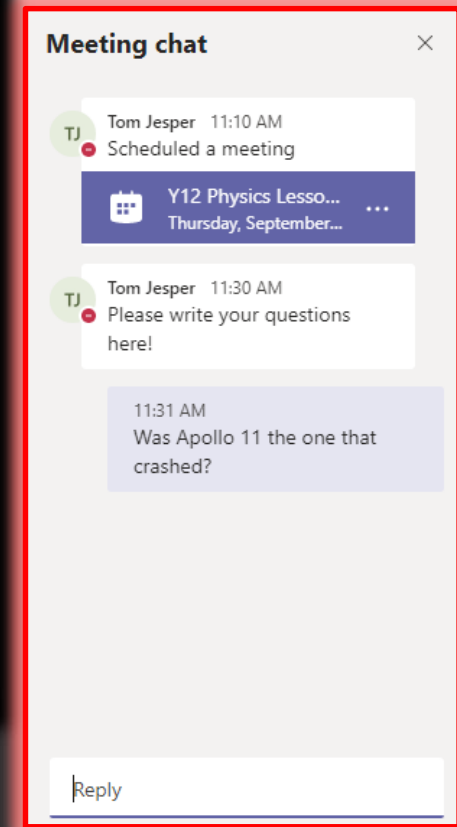


03:32



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.



The screenshot shows a 'Meeting chat' window with the following content:

- Header: Meeting chat [close icon]
- Message 1: Tom Jesper 11:10 AM
Scheduled a meeting
Action: Y12 Physics Lesso... Thursday, September...
- Message 2: Tom Jesper 11:30 AM
Please write your questions here!
- Message 3: 11:31 AM
Was Apollo 11 the one that crashed?
- Input field: Reply

Passwords

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to dark navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text centered on a white background.

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

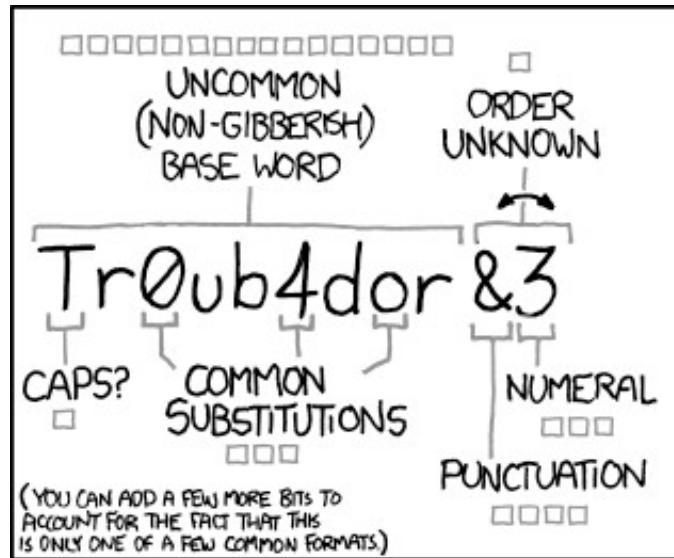
If they are, you're at risk of being hacked.

- ▶ 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



~28 BITS OF ENTROPY

□□□□□□□□ □

□□□ □□□

□□□□ □

$2^{28} = 3 \text{ DAYS AT } 1000 \text{ GUESSES/SEC}$

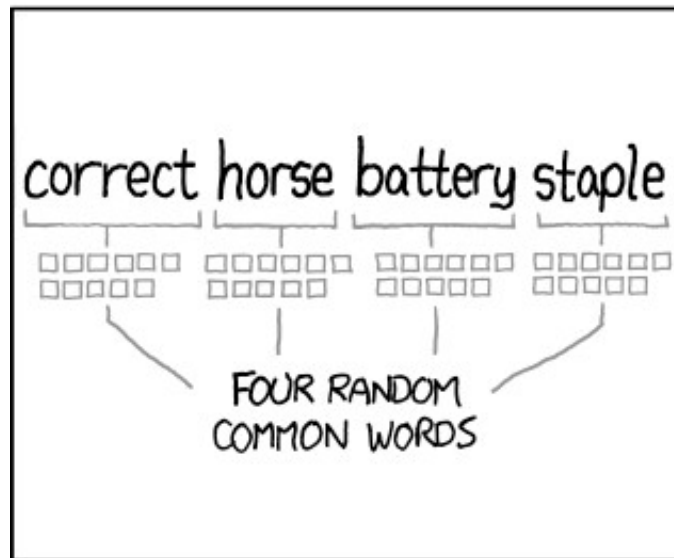
(PLAUSIBLE ATTACK ON A WEAK REMOTE WEB SERVICE. YES, CRACKING A STOLEN HASH IS FASTER, BUT IT'S NOT WHAT THE AVERAGE USER SHOULD WORRY ABOUT.)

DIFFICULTY TO GUESS: **EASY**

WAS IT TROMBONE? NO, TROUBADOR. AND ONE OF THE 0s WAS A ZERO?

AND THERE WAS SOME SYMBOL...

DIFFICULTY TO REMEMBER: **HARD**



~44 BITS OF ENTROPY

□□□□□□□□□□

□□□□□□□□□□

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$2^{44} = 550 \text{ YEARS AT } 1000 \text{ GUESSES/SEC}$

DIFFICULTY TO GUESS: **HARD**

THAT'S A BATTERY STAPLE.

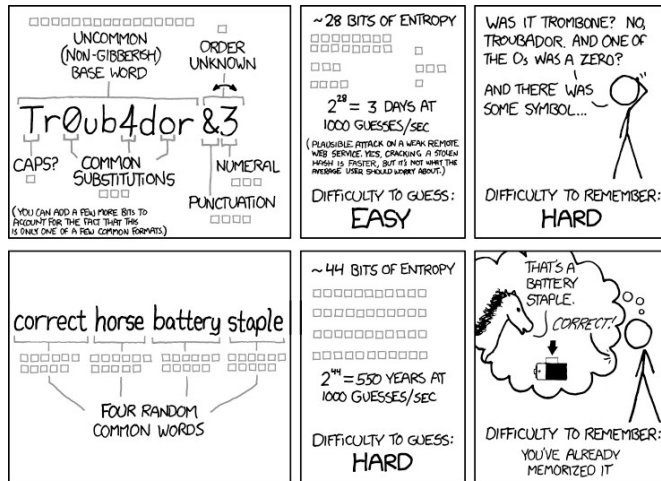
CORRECT!

DIFFICULTY TO REMEMBER: YOU'VE ALREADY MEMORIZED IT

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.



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.

- ▶ 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)
- ▶ Altaigffa4 (The greatest film series ever started here)

Answers

- ▶ Harry Potter and the Prisoner of Azkaban 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.