



ESHER CHURCH OF ENGLAND HIGH SCHOOL

ICT GUIDE FOR NEW STAFF

This is intended to be a quick help sheet to help you get started with ICT at Esher High. Please take the time to read through this carefully and if you have any queries, do not hesitate to contact a member of the ICT Support Team in their office, or on Ext 237.

The ICT Support Team

There are 4 members of the ICT Support Team;

Mr Muhammad Uddin	– ICT Team Leader	muddin@esherhigh.surrey.sch.uk
Mr Jordan Bailey	– ICT Technician	jbailey@esherhigh.surrey.sch.uk
Mr Joel Nichols	-- ICT Technician	jnichols@esherhigh.surrey.sch.uk
Mrs Harriet Bartle	– ICT Helpdesk Administrator	hbartle@esherhigh.surrey.sch.uk

The department provides day to day support and advice on all aspects of ICT for both Academic and Administrative departments.

If you have an ICT fault/request, please log an incident on the ICT Helpdesk via the staff intranet (click on the Helpdesk link), or by sending an email to helpdesk@esherhigh.surrey.sch.uk which will log call automatically.

Network User Accounts

At Esher High there are two networks, and you will have a user account on each in the format *initialsurname*.

The Admin Network is for staff. Access is via staff workstations or laptops.

The Curriculum Network is primarily for student use, and your Email is on this network. All ICT classroom workstations are built to the Curriculum Network (although a few rooms also have an Admin PC for teacher's use). All members of staff have a curriculum account for use when they are teaching in an ICT classroom.

How to Login

When you turn on an admin or curriculum workstation, you will be presented with a log on screen which has a box to enter your username and password. Your usernames and passwords are currently as follows:

Username:	<i>Initialsurname</i>
Password*:	esher@high
Email Address:	<i>Initialsurname @esherhigh.surrey.sch.uk</i>

This is a temporary password which we have assigned to your accounts. **You MUST change your admin and email passwords the first time you login!*

Changing your Network Passwords

To change your password, log into the workstation and follow these steps:

1. Press the **Ctrl + Alt + Delete** keys simultaneously.
2. Click on the 'Change my password' option.
3. Now select the password you wish to change in the "Log on to" box. Choose **ADMIN** for the admin network, or **ESHERHIGH** for the curriculum (which includes email) network.
4. Enter the following:
 - Your 'current password'
 - Your 'new password' [You can use any combination of normal printable characters. Letters are case-sensitive. Your password must be a minimum of eight characters, which must contain one number and a special character (&,@,\$ etc.).
 - Enter your 'new password again', to confirm the change is correct.
5. Click the OK button to complete the change.
6. You will be asked to change your password frequently.
7. It is a good idea to change both your admin and email password at the same time.

Email

Your school Email can be accessed through Microsoft Outlook, or Microsoft Outlook Webmail. To access via Webmail, either type <https://webmail.esherhigh.surrey.sch.uk> into your browser, or use the link on the school website (found under the Staff tab).

Your password for your email account will always be the same as your Curriculum Network password.

SIMS

SIMS enables you to do a number of tasks including looking up pupil data, pupil telephone numbers, timetables, attendance data and the entering **report data** via the Assessment Manager module. All such data is not to be disclosed and must only be accessed by relevant staff. Pupil personal data is read-only, and only the office staff can amend this information.

You will be provided with an account for SIMS from Kim Hyde, Office Manager. Your **SIMS** password can only be reset by a SIMS administrator (ie Kim Hyde or Muhammad Uddin).

SIMS should never be left open unattended or in view of students as the data is confidential!

The VLE

VLE stands for Virtual Learning Environment. At EHS, we currently use It's Learning, which can be accessed by teaching staff and students from the school website. Teaching staff use the VLE to set homework tasks, and post information for students.

Teaching Staff will have an account setup, and it is in the format:

userid.eh (where userid = your network logon id), and the default password will be "userid (without .eh)" which you will need to change when you first use the VLE.

Student user accounts on the VLE, are in the same format, but the default password is the same as the userid without the ".eh".

For more information about the VLE contact Rob Mackinnon in the curriculum ICT department.

FAQs

Can I print and how often?

You can use any of the printers at Esher High providing you have a connection setup to that printer (please see ICT Support for printer setup). There is an 'All Staff' printer in the Staff Workroom and all the workstations in that room will print to it. Your department will be charged for printing you do in the staff workroom. Please keep your printing to a minimum and use photocopying where necessary to minimise costs.

How do I log into an Internet Browser?

Members of staff have filtered access to the internet and all activity is logged. If there is any website addresses you feel should not be restricted for either yourself or students, please log a call on the ICT Helpdesk.

Can I request hardware and software?

The procurement of hardware and software is the responsibility of the ICT Team Leader. If a member of staff wishes to purchase such items, they must seek advice and approval and pass over the relevant details. The department will always seek to obtain the best value for money and ensure compatibility issues are reviewed.

Who gets a Laptop?

Teaching staff are entitled to a school laptop they are responsible for its safe keeping. Laptops must **not** be left lying around the school site, in classrooms, unattended. They should be carried using laptop carrier bags provided by ICT. Staff should not leave laptops in a vehicle, even a car boot, unattended, for obvious reasons.

Where do I save my files?

There are various SHARED / PUBLIC drives available under 'My Computer' when a member of staff is logged in. Drive P will be a public area for general documents. – Please keep all your personal files located under **Drive N**. Please don't save personal music or picture or video files in N drive.

How do I access the Network?

All rooms in the school should have network access points for you to use. The staff workroom has six computers for general use and access points to plug in laptops. Wireless provision will be available *soon* in most parts of the school.

Can I take the Students to ICT Rooms?

ICT rooms are normally fully timetabled. However booking a room in a free period is possible. Please check with Yanina Brazier in the Finance Office. [For LRC bookings see the Learning Resources Manager – Barbara Smith].

Student login ID's take the form of: Year of Entry and Surname, e.g. 12Buttons will be the log in ID for Elliot Buttons starting in September 2012. Students are **NOT** allowed to play games, use chat or access inappropriate material on the Internet. Internet access is filtered and logged. Students are **NOT** allowed to use another students account and must keep their password secret.

STUDENTS SHOULD ONLY USE THE SCHOOL ICT SYSTEM FOR LEARNING – PLEASE REPORT ANY MISUSE TO THE ICT SUPPORT TEAM AND SUBMIT AN INCIDENT REPORT!

Esher C of E High School, More Lane, Esher Surrey, KT10 8AP
01372 468068 - ICT Support ext. 237 / 250

This introduction was given by _____

On _____