

Newland House School



Digital Resources Pack

This document includes:

- Username and password
 - Email address
 - Access to apps
- Code of Conduct & online signatures

Login Credentials

Never give out your password, even to a friend. If you cannot remember it, please ask a teacher or the IT department.

Username:

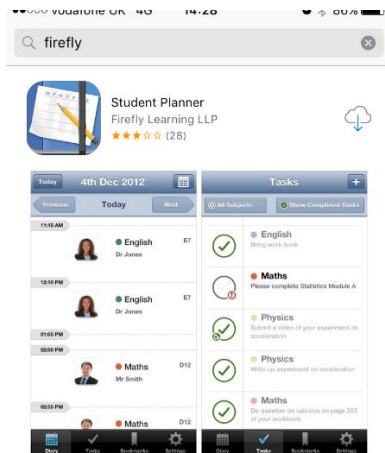
Email address:

Important sites:

Password:

You can glue the above into your homework diary, but remember to leave out the password!

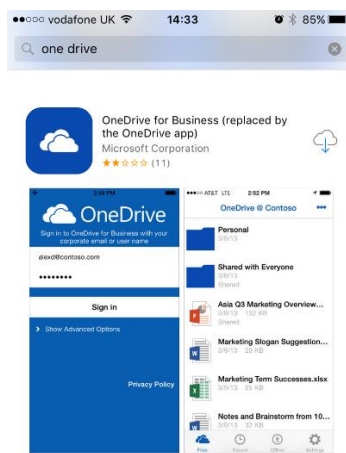
Which apps can I use?



Firefly Student Planner

Access to your timetable and tasks from teachers

School code is 'Newlandhouse'. When you log in don't forget to click on the O365 link.



Onedrive

Access to online storage for your work

Log in using your school email and password



Word/Powerpoint/Excel

Apps to allow you to create work online and save to your Onedrive

Log in using your school email and password

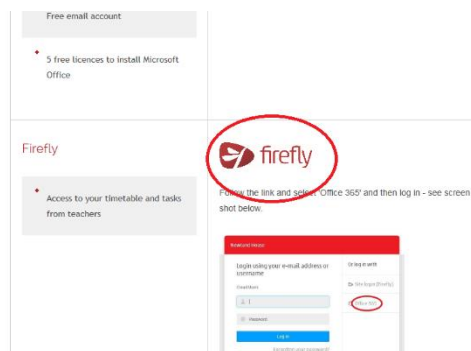
How to log in to Firefly

Ask your parents for help when logging in for the first time

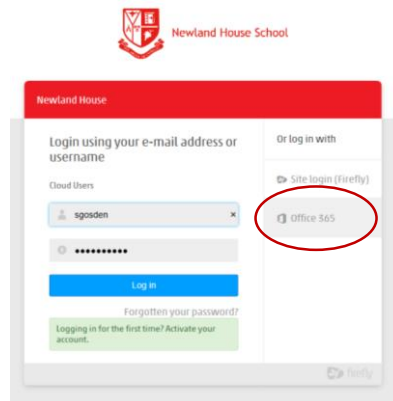
1. Visit the school website: www.newlandhouse.net
2. Click on 'Pupils' at the top of the page



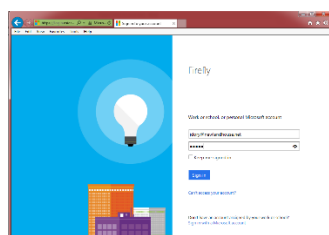
3. Click on the Firefly link: <http://newlandhouse.fireflycloud.net>
4. Select 'Firefly' to log in:



5. Select the 'Office 365' log in



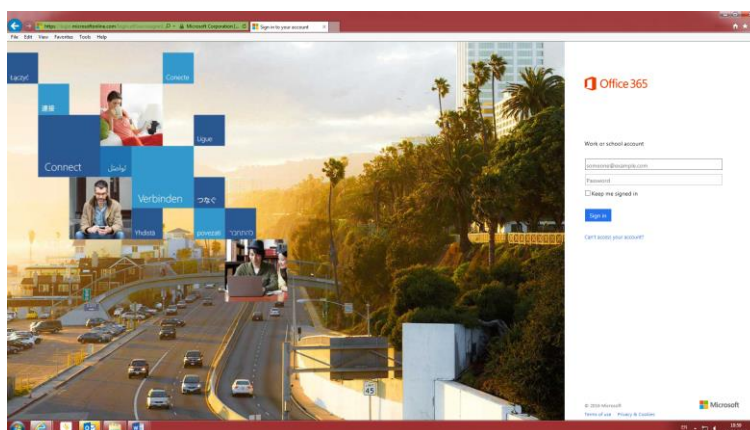
6. Enter your email address and your password



7. Click Log in. (You might need to click accept instead)

Office 365 Instructions (O365)

Ask your parents for help when logging in for the first time



1. Visit the school website: www.newlandhouse.net
2. Click on 'Pupil Login' at the top of the page
3. Click on O365 Login link: <http://outlook.office365.com>
4. Enter your email address and your password
5. Click Log in.

Resources available to pupils in O365

- Online version of Microsoft Word, Excel, PowerPoint with direct access to save to online storage.
- Free online storage with One Drive. This can be accessed in school to retrieve documents.
- Free email account.
- 5 free licences to install Microsoft Office whilst your pupil is a member of the school.

Agreement for Responsible use of Digital Resources and Communication 2016

Introduction

- We expect this agreement is adhered to both in school and when resources are accessed remotely.
- Pupils are encouraged to use digital resources as a way to create and share content and as a means to communicate with others in the school community but always with the aim of supporting and enhancing teaching and learning.
- Pupils are expected to show respect and consideration for self and others, to behave kindly and appropriately.
- The school will not tolerate any form of cyber-bullying or deliberate misuse.
- The school expects pupils to use good judgement and behave in a way that will reflect well on them and the school.

Privacy

- I will not use another pupil's username and password to access the school network, even if they have given permission to do so.
- I will respect the privacy of others and will not seek to obtain their data.

- I will not reveal personal information such as birth dates, addresses, mobile phone numbers etc. to any other person.
- I will not try to interfere with or bypass any security measures that the school may have in place.
- I understand that the school has a responsibility to investigate any instances of irresponsible use of digital resources or a digital device.
- I will only take photographs and make audio and video recordings when participating in teacher directed activities and with the consent of those being recorded.
- I will inform staff if I find anything inappropriate when using school digital resources.

Communication

- I will communicate only in ways that are kind, responsible and respectful.
- I will communicate with staff in a manner befitting the school.
- I will not use bad language or potentially offensive or hurtful comments in any form of communication.
- I will only post photographs or videos online when instructed to or allowed to by a member of staff.
- I will not use any digital technology in a way that may harm the reputation of NHS or any member of the school community.

Online Storage and Email Account

- I am responsible for the data/information stored in my online storage and email account.
- I will not upload anything which infringes copyright, brings the school into disrepute, or is not appropriate for my age.
- I will only use my email account for educational purposes related to Newland House School.
- I will not use the email address to sign up to social media and third party websites.
- I accept that my online storage can and will be monitored.
- Upon leaving the school, my files will be removed.

Parental Agreement

- I have read the Agreement for Responsible use of digital resources and communication, and I understand that the school expects my child to follow its directions.
- I understand that the IT Department will monitor the use of digital resources and can conduct random checks for any reason without warning to ensure they are being used appropriately.
- I understand that if my child breaks these rules they may lose the right to use ICT in school and /or face sanctions?
- Monitoring and random checks are made on all ICT use and on all e-mail messages sent or received.
- The school reserves the right to access and inspect the contents of a pupil's e-mail account for any reason and without warning.
- Should pupils feel upset by ICT use in school they can use the worry box which is located within the E-Safety section of Firefly. Any submissions will be treated with the strictest confidence.

Parents and pupils must sign an online agreement for the use of Digital Resources at Newland House by the 1st February 2016, in order for their accounts to remain open. The form is available in the Parent's section of Firefly.

<http://newlandhouse.fireflycloud.net/parents-home/digital-resources-agreement>

