

Form Time: from 7 October – Using ICT



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Starter:

In your planner turn to page 8 **Using ICT Responsibly and Safely**
Read the section “**Acceptable Use – Know the Rules**”

1. Who has signed the Acceptable use policy?
 - Your parents
2. What must you do with the equipment?
 - Respect it
3. What should you do with your password?
 - Use a strong one and keep it secret

Page 8 in Your Planner



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Task 1 – 2 minutes

Read the section “**Using Office 365 and Microsoft Teams**” on page 8 in your Planner:

1. What browsers work?
 - Chrome, Edge, Safari and Firefox
2. What's your school email address?
 - firstname.lastname@whgs-academy.org
3. How many a's in academy?
 - 2 a's, 1 e
4. Does it end in .com or .org?
 - .org

Write Usernames on Page 8



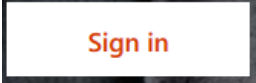
Task 2 – 4 minutes

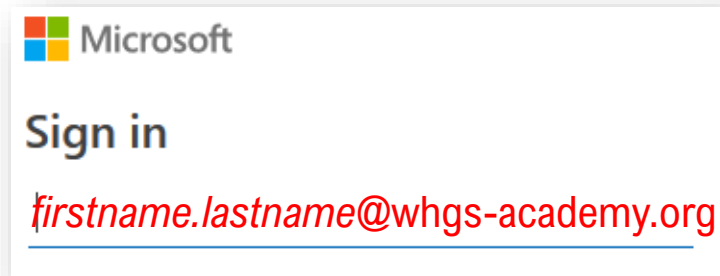
- In the space at the bottom of page 8, write down:
 - Your Windows username e.g. 14JaAli or 12AhBilal (yours though!)
 - Your Office 365 username which is also your email address:
_____@whgs-academy.org
- Write a password **hint** – not the actual password.
E.g. if your password is your aunt's dogs name,
just write "dog" and this will remind you 😊

Form tutor – please search Outlook for your pupils' email addresses and check them, if the pupil is unclear

Signing in to 365 at Home

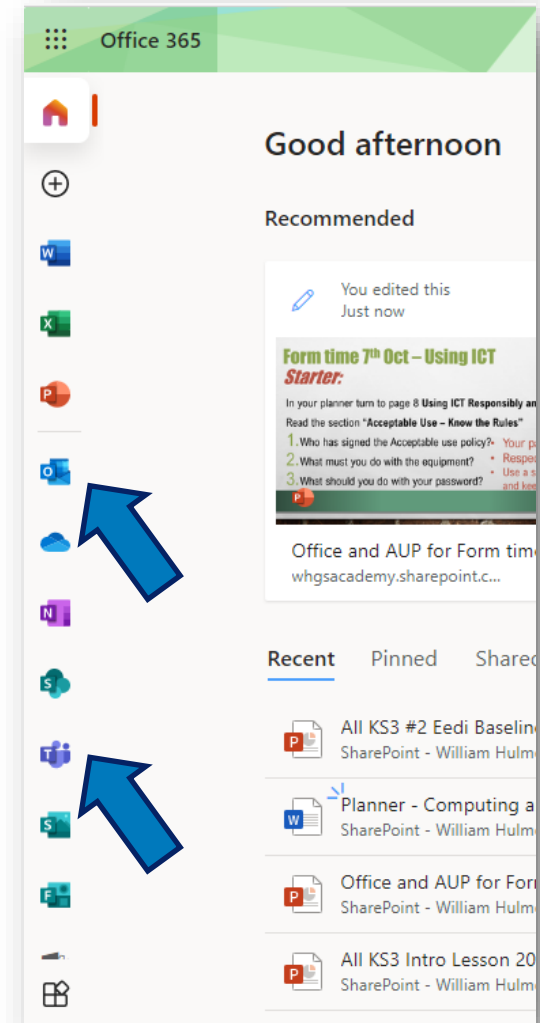


- Open a browser and type **Office.com**
- Click  and then type your details like this:



Microsoft
Sign in
firstname.lastname@whgs-academy.org

- Your password is the same as Windows (your computer login e.g. 14xyyyyyy)
- All the apps then appear on the left of your screen, you can click **Outlook** for email or **Teams** for live lessons and assignments from your teachers.



How do we Sign in to 365?



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Task 3 – 4 minutes

Close your planner. Write instructions now on **scrap paper**:

1. What browser do we use and what website do we go to?
2. Write your school email address correctly now (including the bit after the @ sign, and get all the punctuation correct)
3. Is it a different password or the same one as Windows?

Knowing Your Email Address and Password is YOUR Responsibility



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- Teachers are setting homework on Teams
- Knowing how to log on and do your homework is **your** responsibility
- “I can’t log on to Teams” is **not an excuse** for not doing your homework – get it sorted this week.

Reminder of Acceptable Use



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- Remember the **Acceptable Use Policy (AUP)**.
- You must only use your school email and Teams for school purposes.
- Inappropriate posts, bullying and unkindness will be dealt with.
- Everything you post is logged and monitored, to keep you safe.
- **Unacceptable use will be reported to your parents, may result in Internal Exclusion and you may be banned from the computers.**