Digital Technology at JWA

Challenge: To address common questions about logging in, accessing work at home, using Read & Write, and following the acceptable use policy.

Aspire: To be confident in logging in, accessing work at home, using Read & Write, and following the acceptable use policy.

Keywords: Username, Password, Teams, Outlook, Read&Write, Acceptable Use Policy

What are my Log-In details?

DELTA
John Whitgift

- Your E-Mail and Teams log-in details are the same as your school computer log-in details – but you must include the **@johnwhitgift.org.uk** E-Mail domain.

- Remember: your username is your LAST NAME followed by your FIRST INITIAL, and possibly a number. **E.g. Joe Bloggs → bloggsj**

- Example:

Username/E-Mail: bloggsj@johnwhitgift.org.uk

Password: same as the one you have set in Comp Sci.

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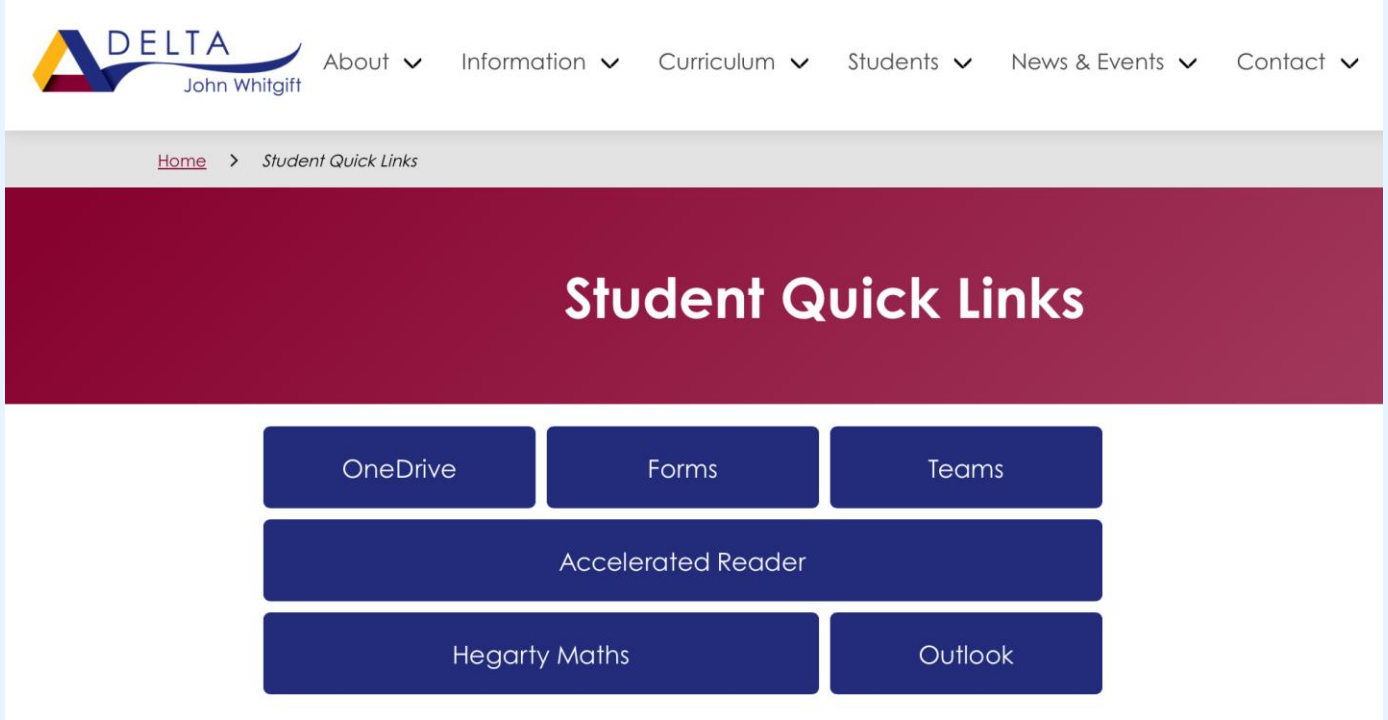
How do I access key links?

- Any link you will ever need at JWA can be found on the **JWA website**, under **Student Quick Links.**
- You can find this page on the website or by **Googling: 'JWA Student Quick Links'**
- Save this page your favourites for even quicker access!



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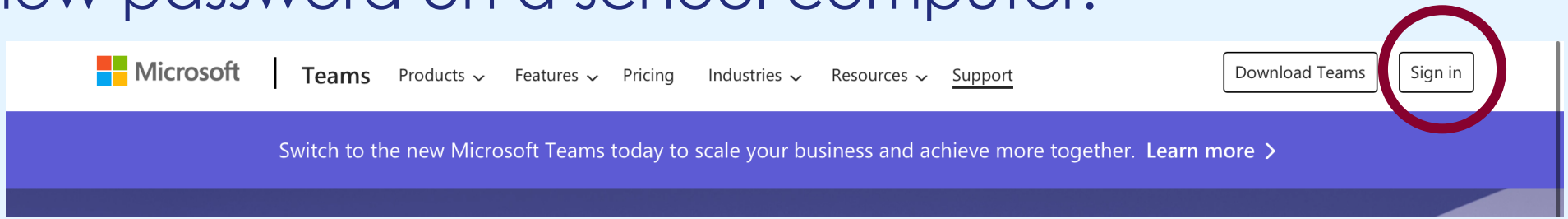
It won't let me Log-In?

- It WILL log you in if your details are entered correctly.

- **Please check for spelling mistakes in both your E-Mail and password; is John Whitgift spelt correctly?**

- If you are still struggling, you may need to reset your password – ask your Comp Sci teacher to do this as you will need to choose your new password on a school computer.



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It still won't let me Log-In?

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- If you are confident you are entering your log-in details correctly and resetting your password has not fixed the issue, we advise:

1. **To access Teams/Outlook on a Web Browser rather than an app – issues have been reported with app-access.**
2. **To avoid using a phone. A tablet or laptop will always be the best option for entering details correctly and completing homework tasks.**
3. **To complete your homework and check E-Mails at Homework Club (S17, Mon, Wed, Thurs) – you will be signed in automatically if you use a school computer!**

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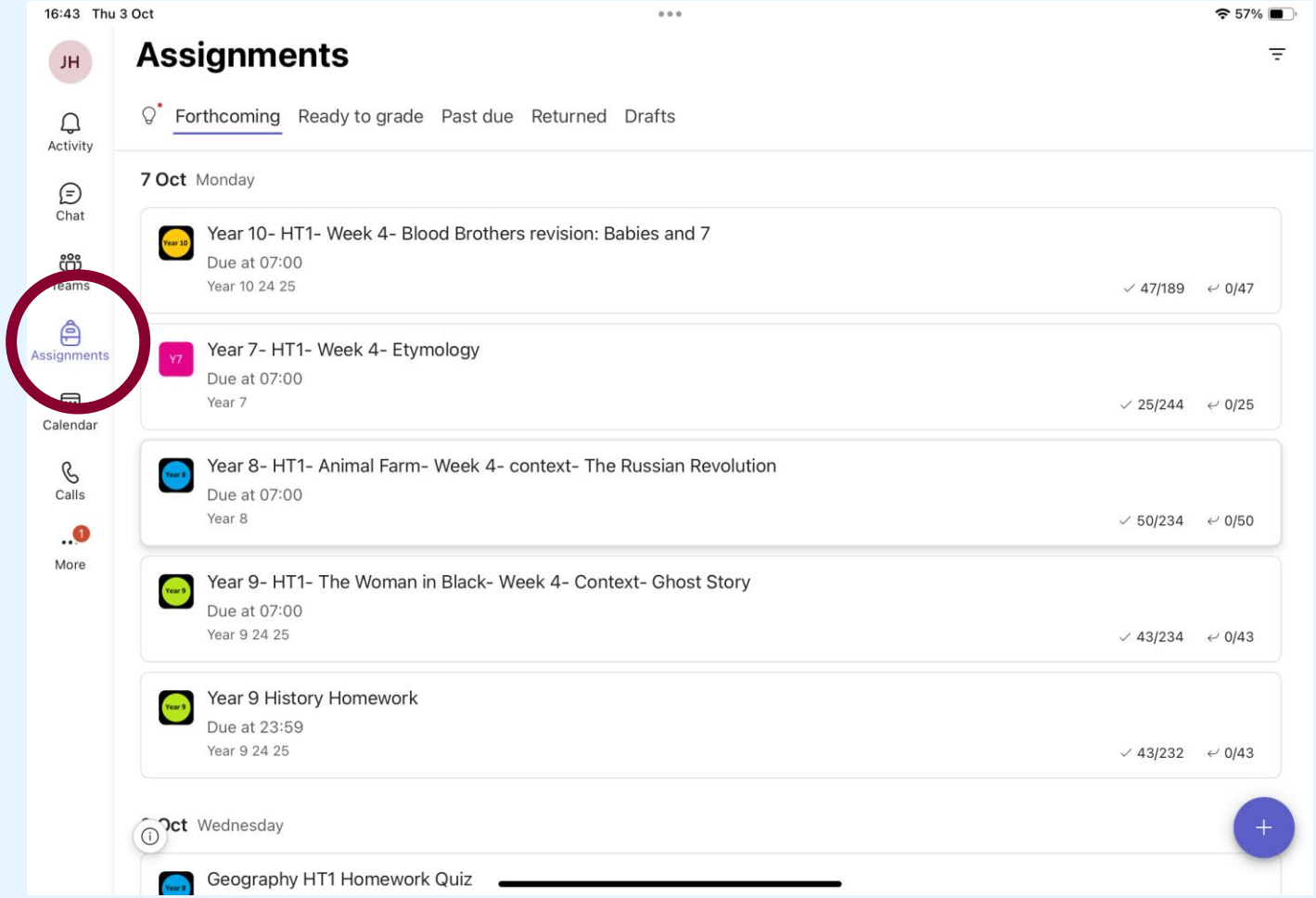
Where do I find my homework on Teams?

DELTA John Whitgift

- Your upcoming homework can be found under **'Assignments'**



- You will find more details and relevant resources (Quiz links, worksheets etc) when you click an assignment and in your subject areas in your Year Group tile.
- You will upload your homework by clicking the 'Hand-In' button.

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How do I find a specific subject on Teams?

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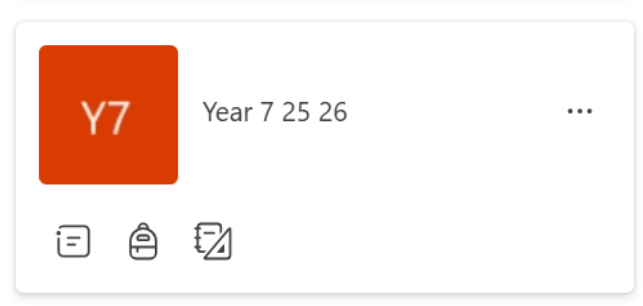
To find work to complete at home if you have missed any lessons or to access further homework resources such as English texts, you must navigate to your Year Group Teams tile.

1. Click on your Year Group Channel, e.g. Year 7 25 26
2. Click on the Subject you need, e.g. English.
3. Check the post section for messages from your teachers and click the 'Files' tab to find any resources, e.g. Homework Resources



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How do I access work from home and homework resources?

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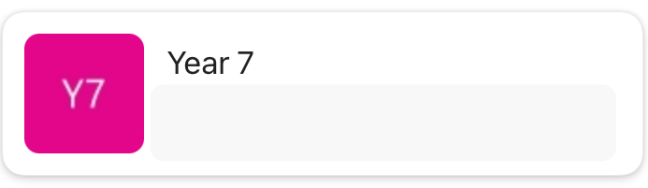
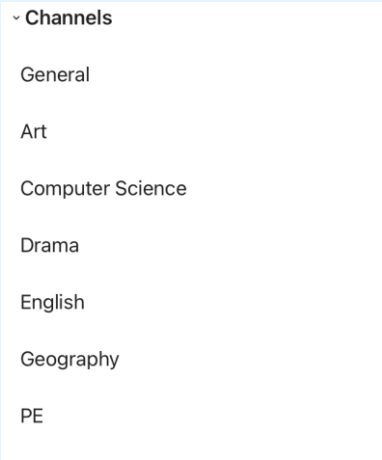
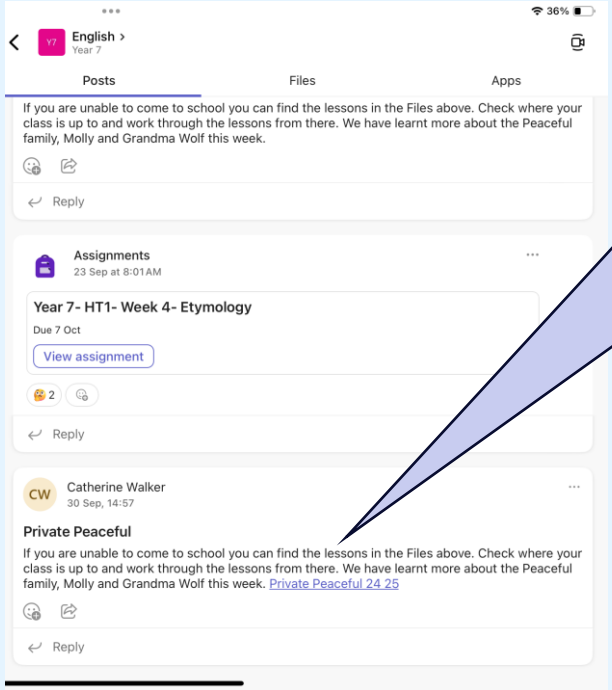
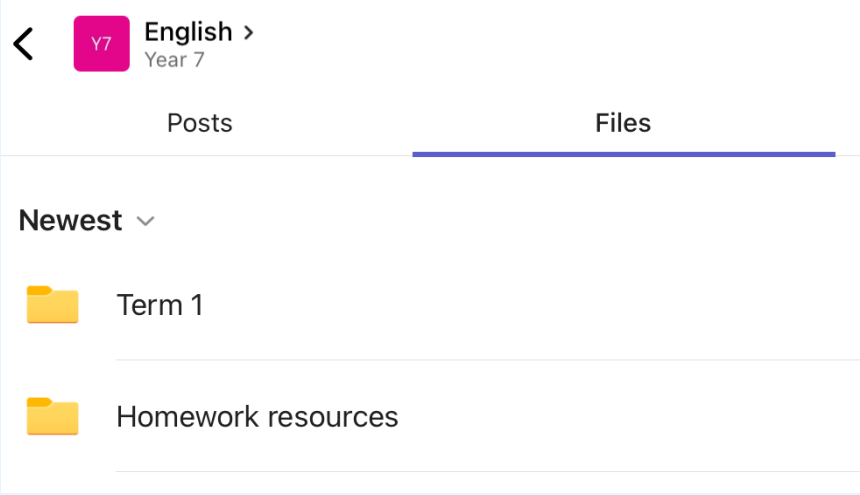






The **Posts** section is updated weekly to direct you to the current learning – it is important you catch up if you miss a lesson to ensure you do not fall behind.



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Sparx? Language Nut? Smart Revise?

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- If you have any issues logging onto a subject-specific homework service or accessing particular assignments, **you should ask the teacher that set the homework for guidance.**

- Tell your teacher as soon as possible to provide time to resolve any issues before deadlines are missed - *you could send them an E-Mail if you do not see them during the school day.*

sparx

SMART
REVISE

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What is Read & Write?

- **Literacy toolbar** – set of useful tools to help you independently read and write.

- Some of the tools that may help you tackle texts & check your own work:
  - ❑ Text to Speech (using headphones, have the computer read longer texts and unfamiliar words to you)
  - ❑ Spelling and Grammar Check
  - ❑ Visual and Definition Dictionary
  - ❑ Coloured Overlay
- Load up the toolbar whenever you are using a school computer or laptop.
- You will receive more training in Computer Science and Literacy lessons!

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What is in our Acceptable Use Policy?

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John Whitgift

- As a John Whitgift student, you agree to comply with the Delta and JWA Acceptable Use Policy – the rules that must be followed to use our computer network.
- Your activity on school computers is always monitored, sanctions and bans will be issued if you fail to follow the AUP.

- Some rules include:
  - ❑ No inappropriate searches or typing of any kind.
  - ❑ Do not access or use anyone else's account.
  - ❑ Do not download anything without permission.
  - ❑ No cyber-bullying or harassment.
  - ❑ Always lock your computer when away from your desk.

What are the expectations out of school?

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John Whitgift

- Everything you post online and on social media adds to your **online reputation –** this is how people see you based on your online profiles and content.
- Your online reputation is a deciding factor when applying for further education and jobs – *you do not want to be cancelled!*

- To maintain a positive online reputation, you must be:

❑ Respectful – treat others how you wish to be treated.

❑ Authentic – stay true to yourself and how you act in person.

❑ Responsible users – check your privacy settings, have a secure password, and be old enough to use certain apps.

What are the expectations out of school?

- **Cyberbullying and bringing John Whitgift Academy or Delta into disrepute online will not be tolerated and can lead to criminal consequences.**

- Please report any instances immediately to your parents/carers, as well as your head of year or the safeguarding team.

Any questions?

Please speak to your Computer Science teacher for log-in issues.

Remember it is your responsibility to ensure you know how to access resources and homework independently.

If you cannot complete homework due to a technology issue, reach out to your class teacher with plenty of time to find a solution – failure to complete homework for any reason will lose your place on the end of the year reward trips.