



New Student Technology Guide

On behalf of the Arnewood IT Support team, welcome to The Arnewood School!

Please see a brief outline of some of our IT services below:

Your Login Details

Each student has a unique student number assigned to them at Arnewood, this is the number you will log into school systems with. It enables us to push applications to you and to keep track of your IT usage across the school.

Your student number will usually be issued in your first ICT lesson, along with your password. This same account will be used to log into the school computers, firefly, office 365 plus lots more, so it's critical you keep this password safe and change it often.



It would be great if we could all remember random letters & numbers for our passwords, but we realise this is not easy! Therefore **our advice is to use 2 or 3 unrelated words for your password**. This could be Pencil+Game or Tree&Paper for example.

Microsoft Office 365

Every student receives an Office 365 account. The account allows you to use Microsoft programs online including Word, Excel, Outlook Mail, Power Point and One Note in addition to installing the latest Office programs on your phone, tablet & up to five PCs or Macs for home use. Your Office 365 account is accessed here: <http://portal.office.com>

Your account details will be as follows:

- USERNAME: **StudentID@arnewood.hants.sch.uk** (e.g. 12345@arnewood.hants.sch.uk)
- PASSWORD: School password (Available from IT support if unknown)

School e-mail



Every student has their own email account that will remain the same throughout your time at Arnewood. You will have access to Office 365 Outlook, which can be accessed via <http://portal.office.com> or the school web site www.arnewood.hants.sch.uk and can be setup on your phone or tablet by adding an email account, choose 'Exchange' and sign in with your email address and school password.

- Your email address is: **StudentID@arnewood.hants.sch.uk**
- (e.g. 12345@arnewood.hants.sch.uk)

USEFUL INFO

YOUR DETAILS

Your Username is:

STUDENT ID

Your Password will need to be changed regularly and should include an UPPERCASE letter, lowercase letters and a number (or symbol). Try using two memorable words and a number or symbol.

Your email address is:

STUDENT ID

@arnewood.hants.sch.uk

USEFUL LINKS

From any computer, visit the website:

<https://arnewood.sharepoint.com/sites/StudentIntranet>

IMPORTANT WEBSITES

School website:
www.arnewood.hants.sch.uk

Microsoft Office & Email:
portal.office.com

FireFly:
arnewood.fireflycloud.net

Foldr:
foldr.arnewood.net



Firefly

All students and staff are able to log into Firefly where you will find a menu full of resources to help with your learning, find out about clubs and most importantly where you are able to find your homework!

Teachers will enter any homework on Firefly for you. You can access Firefly at <http://arnewood.fireflycloud.net> and login with your school email address and password (as above).

There is also a Firefly app for Apple and Android devices, once installed please use the school code of **ARNEWOOD** to connect to our school before logging in as usual.

Foldr

Foldr is a website you can visit which grants you access to all of your school files and folders, including Student Public, Documents and OneDrive. You can access Foldr by visiting the intranet page or going direct to foldr.arnewood.net

iPads

You will have received details regarding The Arnewood School iPad scheme separately. We can centrally manage the school iPads, push applications to your device, wipe it if it becomes lost, ensure websites accessed are age appropriate and ensure only school approved applications are used. If there are any applications you would like to recommend please do not hesitate to let us know!

IT Support Team

The IT support team are based upstairs in the main building (above the nurse station), we are open from 8am each morning until 4pm and support students and teachers with all IT systems within the school. If you have any issues with your iPad, PC, your login account or just have a question or suggestion about IT

within the school, we are always happy to see you and hear your feedback and ideas.

You can also contact us by emailing any issues to helpdesk@arnewood.hants.sch.uk or call us on 01425 625 431.

Using the internet

When using the internet at school

it is our duty to keep websites accessed appropriate for you to use. You may find some websites you try to access when using the Wi-Fi on your iPad, or on the school computers, is blocked. You are given the option to request it to be unblocked if it is required for school use, the request then comes through to us to investigate for you.



Parents Evening

When a parents evening takes place, if anyone at home would like to book an appointment to see your teachers they will receive a letter with details on when the parents evening is and how to book appointments online.

Digital Leaders

Some students at Arnewood often have a great interest in technology and enjoy getting involved in helping to shape what applications can be used in school, enter competitions, assist us in the IT support team by helping teachers during classes and may contribute some great ideas for what technology they'd like to use within school. In IT Support we have created a 'Digital Leaders' scheme where students are invited to a variety of projects and experiences throughout the year. Once you are settled into Arnewood, further details of this will be given.



We hope you've had a great summer and look forward to meeting you soon,

Miss S. Milligan - IT Manager