

Post 16 Guide to ICT facilities at Brookfield Community School

Brookfield Community School has developed ICT facilities to ensure that all students have the opportunity to extend and develop their capability in ICT whether as a student of computing/ICT, through study for the European Computer Driving Licence (ECDL) and other within subject areas. Post 16 students are strongly encouraged to make use of all resources on a regular basis in preparation for higher education or employment.

Brookfield has made great progress to ensure that we have a safe, reliable and secure ICT working environment and I would like to take the opportunity to advise what facilities students have at their disposal.

School Network

All students have a network account with a user name and password; you will be advised of this by your tutor soon after arrival to BCS students previously at Brookfield will retain their original network and email accounts.

Your username will be in the format Firstname + surname initial, e.g. **johnp14**.

Initially your password is the word 'password', and you will be forced to change this when you first log on. All work should be stored in your user space on the network; this is safe, secure and is backed up on a regular basis. Memory sticks should only be used to transport work to and from home, and not for long term storage.

Security

You will have been asked to sign an 'Acceptable Use of ICT' policy when you arrive; you will not be given access to any ICT resources without this. You must not breach these regulations and help ensure that we have reliable and safe ICT facilities at Brookfield

It is essential that your password remains private and that you do not allow anyone else to log on to your account. Similarly you should not attempt to log on through anyone else's account; this will be considered a serious breach of your ICT agreement. Storage of games, music files and videos are not permitted due to copyright legislation, if you have a genuine need to use these types of files, for example a music track to support a dance project please see the Head of ICT. All illegal or questionable material will be removed without delay. Do not use the network to store your private photograph collection to share with friends, use websites designed for this task.

ICT resources

Rooms

Computers for general use are available for use in the sixth form study area and the school library. Additionally at the discretion of teaching staff spare computers may be used during other lessons. You can sign off a study period in any ICT room. The main school ICT rooms are numbers 12, 26, 28 and 27a. Laptops and computers are also available for use in the library.

Software

The school computers are PCs equipped with Windows XP Pro and all have Microsoft Office 2003 Pro, Macromedia MX suite and a variety of further specialist software is also installed depending upon curriculum area.

Internet

Every school based computer can connect to the Internet. Our connection to the internet is provided by a third party and has a filtering service for inappropriate content, this occasionally blocks other sites due to content of pop-ups etc. If you experience a website with content that you feel should be blocked please inform the Head of ICT with details of the website in question. You should also understand that all activity over the school internet connection is monitored and logged for inappropriate use.

Email

All students and staff at BCS have a school based email account; this is in the format **johnp14@brookfield.derbyshire.sch.uk**, where johnp14 should be substituted by your logon name. These accounts are filtered for abusive racist and sexual terms and may be monitored. All staff email accounts are in the format initial.surname for example **j.pritchett@brookfield.derbyshire.sch.uk** many staff are prepared to accept work submitted by email, though it is essential that you check this with your subject teachers first.

Email can be accessed in several ways, primarily the email system is web based similar to 'Hotmail' and can be accessed either in or out of school by logging on to **https://mail.embc.uk.com/OWA/** through any internet account. This is also available as a link from the school website homepage and the desktop of each school computer. Your user name is the same as for the school network and the initial password is 'Password' you must change this at the earliest opportunity. Students may use Outlook or Outlook Express to access email out of school but will need to contact the head of ICT for information about setting up home computers to allow this.

Do not rely on other web based email such as **Hotmail, Gmail** or similar, these are frequently blocked and are outside our control, or you may find that you cannot access an attachment. Use your school email for all school based work to guarantee use at school.

Note: Correspondence with teachers must only be through your registered school email account. Teachers have been told to not accept or use alternative email addresses.

School Website

The school website can be accessed via **www.brookfield.derbyshire.sch.uk** and is available through any internet capable computer. The site has a public area with school and general department information. Further resources are available through the 'private' area of the website through logging on. Your user name is the same as your school account preceded by **bc1_** with an initial password of 'password'; again you must change this at the first opportunity. The resources available will depend upon the courses you are enrolled on and your year group. Many subjects provide notes, set homework and assessed tasks via the website, it is essential that you check with each subject teacher how they want you to use the website. You also have a storage area within the website which is useful for transporting work home.

Printing

All printing is accounted for; individual limits are set each week, though if you find that you have a need for greater printing quantities for example coursework see any member of the ICT department and explain your problem. If you find that you are unable to print, it is likely that you have reached the weekly limit, and will need to see a member of the ICT department to have an additional quota set.

Peripherals

Each ICT room has the use of a fast greyscale laser printer, colour printers can be made available for school work only.

I hope that you all make full and effective use of the variety of ICT resources at BCS, don't leave everything until you need to apply to university or write a CV before you check what is available, make sure you use what we have available on a regular basis.

Keep these instructions safe. If you have any questions, please feel free to contact me or any other member of the ICT department.

Welcome to Brookfield Sixth Form.

Yours,

Mr J Pritchett

Head of ICT

j.pritchett@brookfield.derbyshire.sch.uk