



Hello and welcome to Wath Academy. Here's some useful information for you about using computers in school.

The ICT Support Team is based in the ICT Technicians' Workshop which is near G17 and G22 on the ground floor. If you have any questions about using the computers in school or accessing school resources at home, please pop in and see us.

If you or someone you know is the victim of cyber-bullying, unwanted social media contact, or has seen offensive or illegal content online you should report it to Mrs King, our E-safety Coordinator, who is based in the Safeguarding Office, conveniently next to the ICT Technicians' Workshop.



Keep Your Password Secure

Don't tell anyone your passwords, you must keep them secure. If you suspect someone may know a password of yours, please come and see us as soon as possible so that we can get your password changed.



Internet Access

If you have completed and returned an ICT Acceptable Use Agreement form, you will have Internet access in school. The Internet in school is filtered and activity is logged. Only use the Internet in school for school work purposes.



Learning Platform

The Learning Platform is our student and teacher website. It's the first webpage you see when you go on the Internet in school. The Learning Platform home page has lots of links to useful things, such as:

- Sam Learning: A useful revision and learning tool used in lots of subjects.
- E-praise: You can track your attendance, achievement and behaviour using e-praise and you can even claim prizes for good behaviour.
- Class Sites: On the Learning Platform home page you will see a timetable of your classes. You can click on any class and enter a mini website that only you, your class mates and your teacher can see. Your teacher may use it for making resources and homework available to you. In each class site you have a Student Drop Box where you and your teacher can share documents electronically.

- E-mail: You can only use your school e-mail in school, there's a handy link on the Learning Platform home page.

You can also get to the Learning Platform from home by going to our school website www.wathacademy.com and selecting Learning Platform from the menu. When you log on from home you will get a password box pop up and you will have to enter your school username and password.



Where Do I Save My Work?

OneDrive is the main place that you will save most of your work, it's your own personal storage space. You can access OneDrive in school as an 'O Drive' link on your desktop and you can access it at home via your web browser and a web interface by logging onto the Learning Platform and selecting the OneDrive link. If you've used Microsoft OneDrive, Apple iCloud or Google Drive before, you should be familiar with this sort of set up. You have 1 terabyte of storage on OneDrive, which is an awful lot! When you save things keep your work organised in folders and know exactly where you are saving things.



Free Copies of Microsoft Office

If you do not have Microsoft Office at home, you can claim up to 5 free copies of Microsoft Office while you are a student here. Visit our website and follow the 'Free Microsoft Office for Students and Staff' link and follow the instructions.