

Systems Support

The Systems Team is located next to ICT 1 (near the staff room). We are available daily from 8.30pm – 4.30pm to answer any technical issues that you may have.

We also deal with media such as printer cartridges, memory sticks, blank DVD and CDs. If you wish to book any additional multimedia equipment from digital cameras to data projectors please ask.

Personal Issue Equipment

You may be issued with a laptop or PDA to allow access to resources and also enable you to complete reports and register pupils. From time to time *Systems* will ask for this equipment for an in-house check. This ensures that your equipment is fully functioning and any updates can be applied.

Getting Started

You will be allocated with a network username and password. You must not disclose this password to anyone.

Your email address will be in the format: username@nunnerywood.worcs.sch.uk

Security of the school's network is vital. You must therefore log off or lock the computer (CTRL, ALT & Delete followed by Lock Workstation) whenever you move away from your PC.

If you feel that security has been breached in any way, please contact the Systems Team immediately.

The School's Network

School network infrastructure extends to all areas of the school. Classrooms and offices all have wired network points and there is full wireless network coverage.

There are several suites located throughout including; ICT, CDT, Music, Science, Art and the Library. Most rooms can be reserved for general curriculum use via our online ICT room booking system.

Equipped with the latest MS Office software; Word, Excel, PowerPoint, Access and Publisher, workstations have also been configured to run subject software over the network.

Laser Printers are available in all computer suites and a selection of other printers such as inkjets and colour lasers can be used as required.

Interactive Multimedia

We have many interactive 'SMART' and 'Promethean' boards installed around school. Book a training session with *Systems* to learn more about using them.

Classroom Workstation Control

We have our very own in-house designed workstation control program which allows staff to lock a student's workstation, remotely view work, control access to the internet, mute sound and obtain other information. This unique application has proven a valuable asset to the school, by giving the teacher full control over an individual's workstation.

Access to Network Resources

Depending on your role in the school you will have access to various network drives:

Here are the common ones:

My Documents (H) Your very own network space where you can store personal information

Staff Information (I) A growing collection of material for all staff. You may take a copy of the information here.

Student Resources (R) An excellent place for you to put any curriculum resources you wish for students to have read only access to. You can organise the resources for your specific subject area, but only view other areas resources.

Curriculum (J) This joint area is a staff only section of the network allowing departments to organise work. You will only have access to your departmental area within this section

School Shared (Z) Used when events such as the School Year book and other projects have resources needing access by staff and students alike.

School Administration (G)
For administrative support staff

Staff Custom Menu

By selecting Start, All Programs you gain access to the staff menu which provides shortcuts to useful areas.

The troubleshooting menu, re-deploys staff network policies should you have any difficulty accessing any parts of the system.

Student Profiles

Whilst providing essential restrictions, students still have access to many areas within the network.

All students have their own personal space 'My Documents' and should be encouraged to organise files and folders logically. Their customised start menu allows them to access all subject programs and other network help and troubleshooting resources. Any file you create and save in the student resources area will automatically become available for students to use.

Intranet / Internet Use

Our intranet is continuing to grow. This area provides access to subject website links, network information, helpful hints and suggestions as well as a means of relaying information to others. If you want to post any news on the Intranet, you can do so using the 'Submit News' option.

Internet access is available at all times for research and resource use. Limited filtered access is the standard for the majority of staff and all students. If you have a problem accessing any internet resources or feel any website material is inappropriate, contact *Systems*.

Student Supervision

Students must be supervised at all times whilst using ICT equipment.

Please report faults, damage or problems to *Systems* immediately

Please Remember

The Systems Team is here to help
Please don't be afraid to ask

Notes:

School ICT Information Leaflet
Summer 2010

Nunnery Wood High School

Aspire, Strive, Achieve



Systems Information



This leaflet is intended to give staff an understanding of ICT use in school.

The Systems Team appreciates the varying degree of knowledge that staff have regarding computers and the use of the network. Therefore, please ask if you have any queries or require further information.

You may find highlighting areas of interest useful