Student ICT Handbook

2015

Marist College

Tools for learning!

Includes:

- Logins
- BYOD
- Who can help you?
- Important websites

Marist College
Resources Provided by the School:

Various ICT facilities have been provided by the school for use as a part of learning. They are as follows:

- Student desktops and computer labs
- Laptop trolleys (Computers On Wheels - COWs)
- A school website
- Ultranet learning management system
- Musac student management system (your teachers use this to mark the roll)
- Digital projectors and speakers in most classrooms
- Printers and photocopiers
- Staff and student email accounts
- Staff and student Google accounts
- Staff and student ‘Papercut’ printing accounts
- Mathletics account (junior levels only)
- Language Perfect account (Language classes only)
- Dreamcatcher careers and goal setting account
- Wireless connection for senior students’ own devices
- A team of Tech Angels who help in the computer room and are available to be approached by other students.
Computer Login

Your login name and initial password will be given to you by your homeroom teacher or dean when you start school at Marist. Your login name will be your surname followed by a full stop and then your first initial. For example, Josie Bloggs will have the computer username bloggs.j at our school.

You should change your password as soon as possible to something that only you know. The password must be at least 8 characters long and have at least two out of punctuation, capitals or numbers in it. It is also your email and google account password.

Students who have forgotten their login password can go to the school office, the library or to Miss Ronald in C309 to have them reset.

Remember - treat your password like you do your toothbrush - don't share it with others, and change it regularly!

My login name: ..............................................

Marist College Website

The school website contains both public information, accessible by using the menus on the left side, and private areas, accessible by login only. ‘Ultranet’ is the part of the school website that you can access by logging in.

To log in, use the link at the top right of the screen. If you forget your password you can click on the ‘Forgot password’ link and reset your own password via email, or else any of your teachers can change your Ultranet password for you.

www.maristcollege.school.nz

My login name: ..............................................
School Emails Online
Your school email address is your login name followed by @maristcollege.school.nz. You can access your school emails from your (internet capable) phone or from your home computer. To do this you get online and browse to the page URL below - make sure you include the ‘https://’ part! Once you get there, login using the same login name and password that you use to get onto the school computers.

Not working? Let your teacher know.

https://mail.maristcollege.school.nz

My login name: ..............................................

Google Login
All students at Marist College have a school-based Google account. This won’t let you in to Gmail or Google+, but it will give you access to Drive, Calendars and Classroom.
To sign in to Google, open a browser and navigate to www.google.com. Click ‘sign in’ at the top right hand side of the page, and use your school email address and your school login password to log in. Notice - unlike your other logins, you need to use your whole email address to log in.

Not working? Let your teacher know.

https://accounts.google.com/ServiceLogin

My login name: ..............................................
Printing and Photocopying

Charging
Students are charged 4c per A4 page to print in black and white, and 28c to print in colour. At the start of the year all students have $10 or $20 added to their print money accounts, which is paid for out of school fees. Further top-ups can be made at the school office.

Printing
To print from school computers you click ‘print’ from whatever file you are working on, select the printer called 'follow me', and then log on to any photocopier in the school to retrieve the print job. You need to swipe your ID card to log in to the photocopier and make it print, or else type in the 5-digit pin number from the bottom of your ID card. Print jobs in the ‘follow me’ queues will be deleted from the system if they aren’t printed within 4 hours.

Photocopying
To photocopy, you use your ID card or number to log on to a photocopier, place the item to be copied on the glass, and then press the green ‘Start’ button. If the paper in the photocopier runs out a message will show on the screen, and you need to collect more paper by knocking on the staff-room door.
Student BYOD Devices:
Students in years 11-13 are encouraged to bring their own computing devices to school for use in class. They are to be used in class only with teacher permission. Students are expected to care for and know how to use their own device and software. The school provides a wireless internet connection which these students can connect to once they have signed a BYOD agreement (available from school office or school website) and handed it in to the school office.

Student Cyber-safety Agreement:
All students at Marist College are required to read a sign a Cybersafety Agreement upon enrolment. This agreement covers the use of all digital devices (including mobile phones) at Marist College. This includes both school-owned and personal devices while you are at or representing the school, and any school resources used off site.
ICT refers to any information and communication technology.
Copies of this agreement are available from the school office, student diary and school website.

Computer Room:
Room C201 is available for student use before school and at break times. The room is supervised by Year 13 students who are on hand to keep an eye on things, and Tech Angels are often available to help other students. A Year 13 student has the responsibility of managing the duty roster.
Food or drink is not to be consumed in the computer room except for in 'the eating corner' - an area set aside at the front of the room away from computers.
Who can help me?

- My friends
- Tech Angels
- My Dean
- Classroom teacher
- The school website ICT pages
- School office
- My Tutor teacher
- The Year 13 girls on duty in C201 at break times
- Google it!

Find out more:
⇒ Email e-learning@maristcollege.school.nz