

Guide to ICT and IT systems at The Burgate School and Sixth Form

Parents - please take the time to talk through the information below with your child. It will be informative to you both.

At The Burgate you will find that the IT systems that you will be expected to use are more complicated than those being used at your primary school. When you join the school in September your Computing teacher and tutor will help them to learn how to use our systems properly, but below is a guide to what you can expect to find and what we expect of all our students.

- Every student is given a network **username** and **password**. You need to remember these to be able to use the computers in school. (You must **NEVER** tell anyone your password, not even your teachers) Example username: jonesb, last name then initial
- You are also given an **email address**. This will be very important as it allows you to login to our online systems. Example email address: jonesb@burgate.hants.sch.uk
- The school has a parent and student engagement app (INSIGHT) that you can access from home and in school. In school it will open automatically for students when they login. At home students and parents will need to use their email address and password to login in. Please note, for students this will always be their school email address and for parents it will be the email address supplied to the school when you registered.
- INSIGHT will be very important to you and your child as it will where all subjects set their homework. In some cases you will required to submit homework via INSIGHT and in others you will be asked to complete work on homework sheets or in books.
- The school also uses Microsoft Office 365, which is made available to all students to encourage their use when working at home. This also includes a 1TB personal cloud storage area which can be used to store and share files for all subjects.
- Parent access to INSIGHT allows you to the ability to see real time attendance, achievements, behaviour and homework. You will receive your digital copy of the termly reports. This is also a simple way for you to update the school with any changes of details such as, your address or telephone number and one of the many ways you can receive urgent notifications from the school such as, snow closures.
- Your network account also includes a small printing allowance, which grows as you rise through the school, to enable you to print work when required. You can purchase more credit if you need.

There are many computers around the school in classrooms and in the library. You will be able to use these computers each day to manage your work, and use the school systems.

Computers and the internet are powerful tools and can be used to help you, but can also be used to hurt. Your Computing teachers will talk to you about this when you arrive, but it is important to realise that you have a responsibility to behave sensibly online to ensure that you and others stay safe and that you do not harm anyone else through their misuse. The school can and does withdraw access, temporarily or permanently, from any student who abuses the school's systems. This is a very rare situation though and we look forward to welcoming you and starting to use our systems for your learning.

Happy Computing!

Mr M Cheshire

Head of Computing Department and Digital Strategy