



**MULWREE  
HIGH SCHOOL**

2020

Information  
Technology  
and BYOD  
Information Pack

# Information Technology at Mulwaree High School



## Infrastructure Available

- High Speed Wifi throughout the School.
- Robust and high capacity Internet Connection
- 520 Laptops and Desktops
- 45 iPads

## Mobile Phone usage at School

Student use of Mobile Phones are not allowed during School Hours.

## Free Software Available for Students

The Department of Education has arranged for all Government School Students to be able to download Microsoft Office 365 and Adobe Software such as Creative Suite for free. Details are listed in more detail on *Page 3*.

## Login Details for Students

### Email Account

Every student has an allocated email account for use while they are at Mulwaree. The login details/account is in the following format:

Jane.citizen1@education.nsw.gov.au

### Login details for Laptops and iPads

Username: Jane.citizen1@detnsw

Password: *student's choice*

## Technical Support Officer



Mulwaree High School has a dedicated Technical Support Officer (TSO), Mr Paul Lindfield, who is available to help with all your technology queries and problems.

Mr Lindfield's office is located in D Block between rooms D10 and D11 (the school computer labs).

# BYOD at Mulwaree High School



## What is BYOD?

BYOD, or Bring Your Own Device, refers to students bringing a personally-owned device to school for the purpose of learning. Mulwaree High School recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives. As such we are committed to delivering an education that reflects the technology and skill sets required by a 21st Century world.

## What Devices can students bring to School?

Students can bring a laptop, chomebook or tablet to school. The device must follow the required specifications in the following section. Students currently bringing their own devices to school find laptops easiest to work with, whilst those using tablets do so with a keyboard attachment.

## Device Specifications

The one major requirement for BYOD devices is that they are Dual Band WiFi 802.11 ac or 802.11 a/b/g/n capable. This will allow the device to connect to the Schools WiFi network. It is recommended that the device has a battery life of minimum 6 hours without charge, there is at least 128 GB of storage available, 4 GB of Memory and a 11.6 inch screen.

There is an online store called [Learning with Technologies](#) that provides a choice of devices that meet at least the minimum specifications of a Laptop to be used at school. You can access this store at [mhs.orderportal.com.au](https://mhs.orderportal.com.au)

There is **no** obligation to purchase through this store.

## Software and Apps

Devices must have software or apps that allow for internet browsing, word processing and creating spreadsheets and presentations. Students can download Microsoft and Adobe software **FREE** from [bit.ly/byodsoftware](https://bit.ly/byodsoftware)

It is recommended that anti-virus software be installed on your BYOD device.

## Student Responsibility

Students must

- Sign the BYOD Student Agreement with their parent/guardian before bringing their own devices to school
- Ensure their devices are safe and secure at all times
- Keep their devices safe using carry cases, screen guards
- Use devices according to school and NSWDEC policies while at school

Families may choose to purchase insurance for student devices.

# Free Microsoft Office 365 for students

## Where and How to Download the Software

The DEC has an agreement which allows the download and install of Microsoft Office to support the Bring Your Own Device initiative for students.

The agreement with Microsoft allows Students to download the full suite of Microsoft Office applications for use on their personal and BYOD devices free of charge.

This document details how to find, download and install the Microsoft Office software on your personal device.

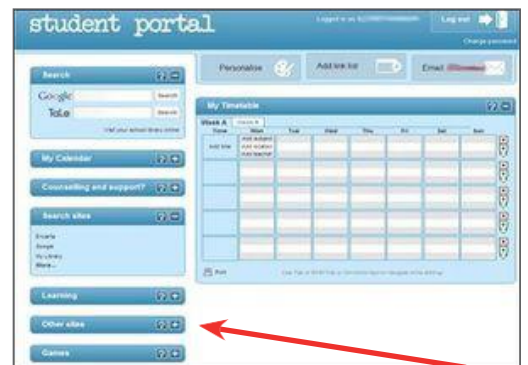
### Step One:

Go to the [student.det.nsw.edu.au](http://student.det.nsw.edu.au) website and log in using your school user name and password.

### Step Two:

Once logged into Student Portal, look to the menus in the bottom left of the screen. The menu you will need is labelled **Learning**, you will need to click on the plus symbol that is to the right of the heading to expand the menu, then click on the **more** option in the bottom of the menu to expand the menu even further. You should now be able to see the menu item **Microsoft Office 365**, click on this link.

The image to the right shows where to look for the menu tabs on the Student Portal home page.



### Step Three:

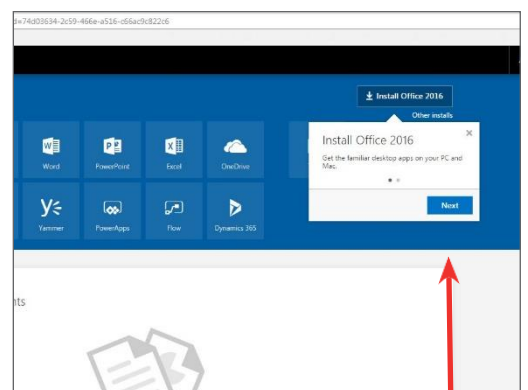
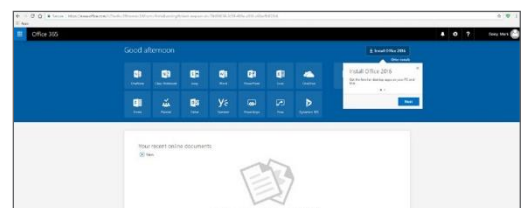
Once you have clicked on the Microsoft Office 365 link it will open a new window. The images to the right show what the page will look like.

When this page opens there is a **Install Office 2016** button (as highlighted in the image). Click on this to start your download and install of Microsoft Office, it opens in another window.

At some point in the install process you will be asked to enter your user name or account email address to register the product. The email that you enter is your student email address.

*eg. jane.citizen1@education.nsw.gov.au* you can always get your student email from logging onto student portal and checking your email and by hovering your mouse pointer over the profile icon in the top right of the email inbox screen.

*The install can take upto two hours to complete, if you already have MS Office 2016 installed on your BYOD computer you can also use your student email to register your existing installation of Microsoft Office 2016.*



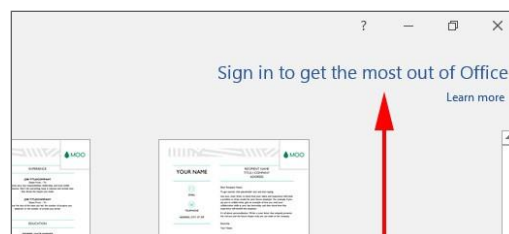
# Registering and activating your student copy of Microsoft Office 365

If you have just downloaded and installed your student version of Office 365, purchased a computer which comes with Microsoft Office pre-installed as an unregistered trial version or your previous subscription has lapsed on an older device, you can register Microsoft Office 365 with your school email and user details.

This guide will take you step by step through the process of registering your installed student version of Microsoft Office 365.

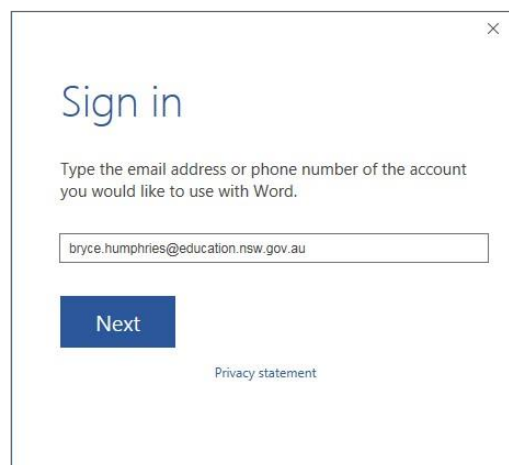
## Step One:

Open MS Word or another Office application. When it loads look at the top right of the window and click on "Sign in to get the most out of Office" or another link similar to "Activate your product for more..."



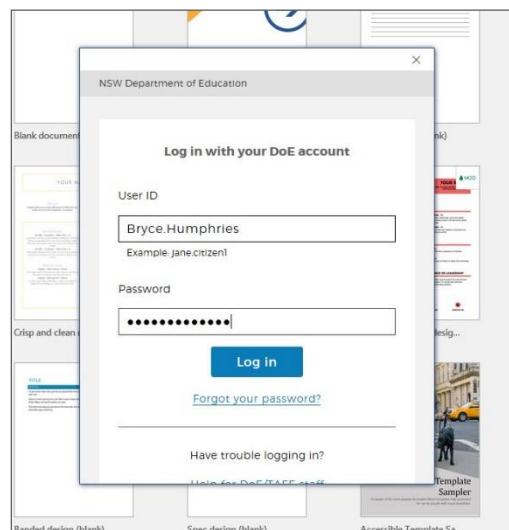
## Step Two:

A Sign In window will appear where you will need to enter your school email address. An example is shown in the second image to the right. Click on the "next" button when you have entered your email address.



## Step Three:

Next a Department of Education log in screen window will load. Here the student needs to enter their school user name and password. An example is shown in the third image on the right. When you have entered your school user name and password click "log in" to complete this process.



*This should register your copy of Microsoft Office 365 for your device. There may be slight variations in how the first link for sign in or activation is worded. Alternatively Microsoft Office might display a pop up prompting you to activate your Office 365 install. If that occurs use steps two and three to complete your registration. **If you experience any problems with this install, please contact the school Technology Support Officer (Block D) for more information registering Office 365.***



# Registering and activating your student copy of Microsoft Office 365

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