KILLARNEY HEIGHTS HIGH SCHOOL

K HHS
RESPECT
CONNECT
ASPIRE

2022

BYOD

Student Guide

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How BYOD works at Killarney

When using a device that has been brought to school from home it will need to connect to the school's wifi network to access both school hosted resources and the Internet. The schools wifi network requires a valid Killarney Height High School username and password to join your device successfully. This means all users must log into a school desktop BEFORE they can use wifi.
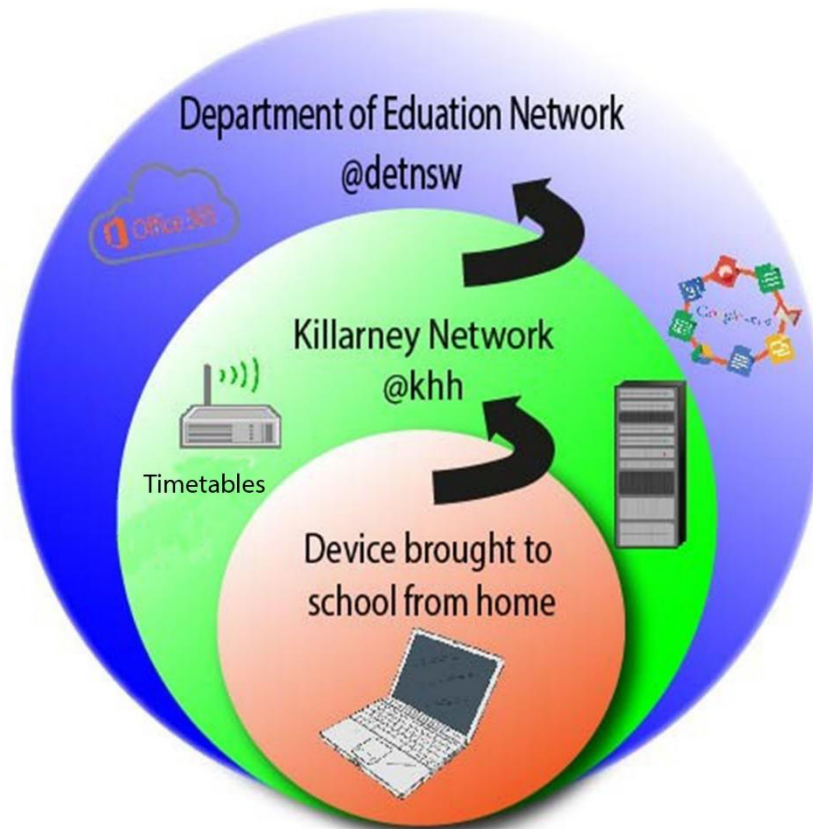
Whilst multiple wifi networks are likely visible to your device, the student wifi network is called **KhhByod** and your username must be in the format of username@khhs
(Eg John.Smith@khhs).

Once you are successfully connected to the wireless network you will be able to access school hosted resources and have the ability to access the Internet. The Internet is however provided by the Department of Education and not the school which requires you to use your DoE username and password for access, DoE usernames are in the format of username@detnsw
(Eg John.Smith@detnsw).

Generally, your usernames for both the school and DoE will match and we strongly advise you keep your passwords the same for ease of access.

- School hosted services include Moodle, Sentral, Data Storage, Printing, Wifi (Username @khhs)

- DoE service include Internet access, email (Username @detnsw)

Logging on to the school desktops for the first time

1. Your user name is the same as you use to access the Department of Education network. This is usually

   ## firstname.lastname

   This may be followed by a number and is NOT case sensitive.

   The first time you log in use the password:

   ## **friday**

2. If this does not work for you, please ask your classroom teacher to reset using the password reset function on the launcher on the teacher's computer.

3. If your name is not in the teachers list of names to reset you will need to see IT help in the library.

4. The password can be changed at any time.

   - Press + Control + Alt Delete on the keyboard
   - Click on Change Password
   - Follow the Prompts

5. After the "Classroom Patrol Application Launcher" appears, proceed to logoff from Windows by clicking user button and select "Sign out".
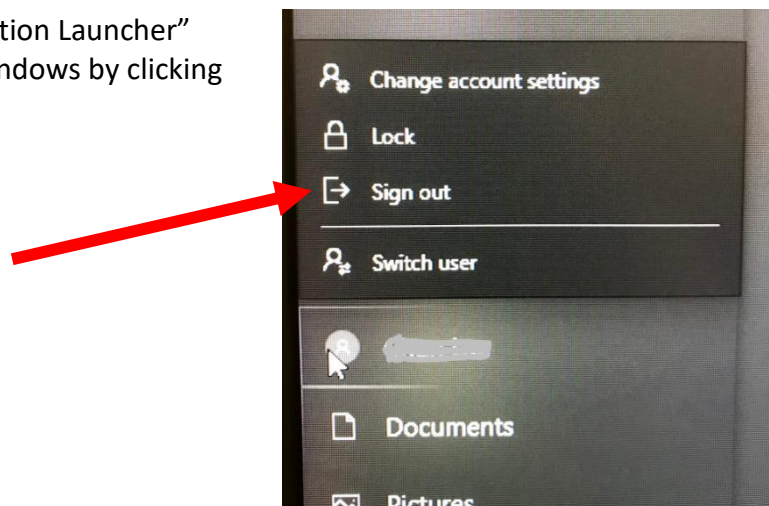

6. Now and in the future, you have to login to Windows with your user id with @detnsw at the end in order to access internet in school computers.

Connecting a device to the wifi for the first time

Joining a device to the school wifi and authenticating it to the DoE network should only needs to be completed when it is first brought to school or if a password is changed.
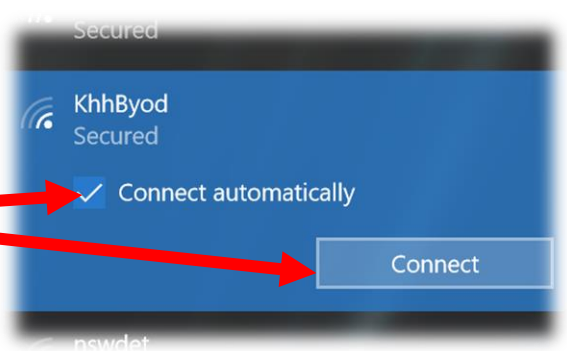
Windows 10

1. Click on the wireless image on the task bar at the bottom right of the device.
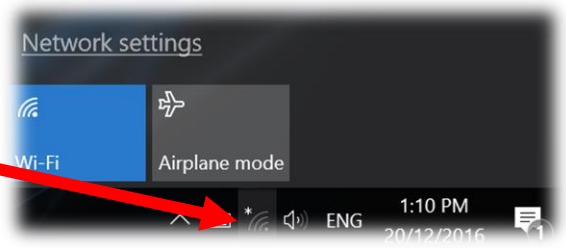
2. Select KhhByod.

- If you do not see any wifi options check you have wifi turned on.

- If you see other wifi options but not the options in the image seek technical support in the library.

3. Check on connect automatically and select Connect.

4. Type in your username and **Khhs password** – some devices may need the @khhs added.
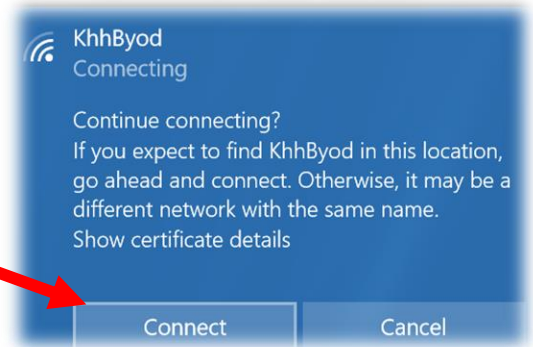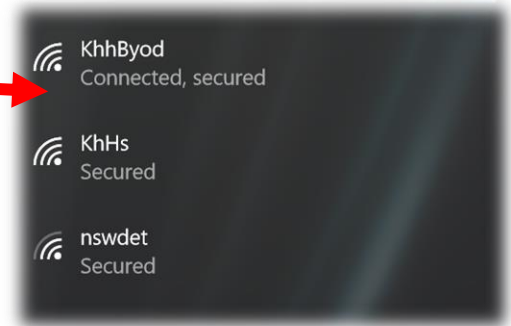
5. Select OK.

6. This dialogue box will appear if authentication occurs

   Select Connect.

   The device will be on the Khhs network.

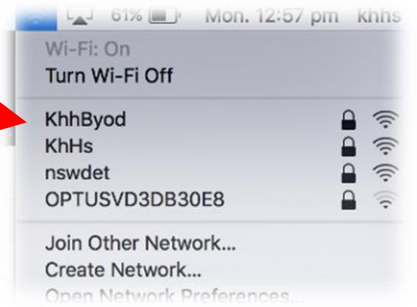7. The wifi should show khhByod as Connected and secured.

Mac

1. Click on the wireless image on the task bar at the top right of the device.

2. Select KhhsByod.

- If you do not see any wifi options check you have wifi turned on.

3. Type in your username and **Khhs password** – some devices may need the @khhs added.

4. Select Join.

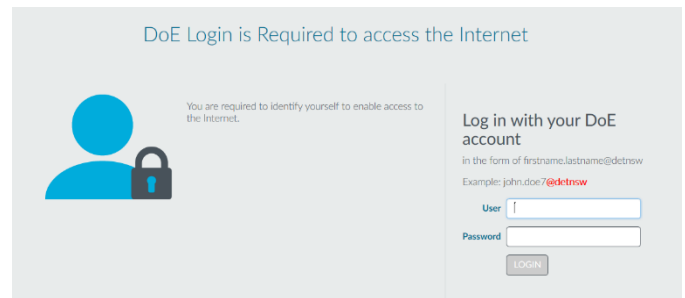5. This dialogue box will appear

    Click "Continue"

    The device will be on the Khhs network

Accessing Internet in BYOD devices

1. Make sure the wifi is connected to "khhsbyod".

2. Open a browser to visit "**http://detnsw.net**".

3. **Add the web page to your browser bookmark and access the website via the bookmark in the future.**

4. Login with your user id with @detnsw at the end.

5. You can now access internet. Remember to click "logoff" at the end of the day.

*Please note that you need logon everyday on you BYOD device before you can access internet.

Using Online Resources

All students are required to access and use the following online tools:

1. Department Student Portal – This is where the email iused for all school-based communication is accessed, as is the free software and cloud based technologies such as Google Classoom
2. Student Sentral – This is where students can access their timetable, daily notices, Calendar and Killa award count.
3. Clickview – This is where videos used in class can be accessed
4. OnGuard Safety – This is used by some Technology classes

The easiest way to access the online resources on a regular basis is via the Killarney Heights High School official website.

1. This can be accessed using the address: http://www.killarney-h.schools.nsw.edu.au/home or by typing the name of the school into your favourite search engine. Save this address as a bookmark.

2. From the home page select the Technology link

3. This page provides staff, students and parents with links to technology they need to access.
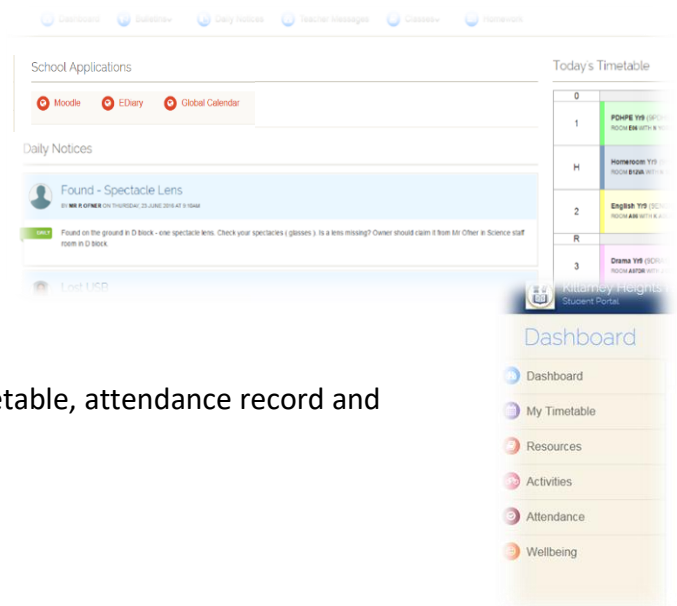

4. Select the required option

Student Sentral

1. At this login page enter the khhs username and password

2. Once logged in the home page will display the daily notices and the current days' timetable. There is also an additional link to Moodle in the same location.

3. The Dashboard is used to display the full timetable, attendance record and current Killa count.

4. The school calendar defaults to all years, but individual years can be selected. All excursion and assessment task dates can be accessed here.
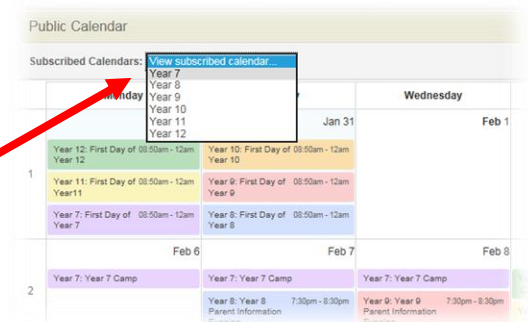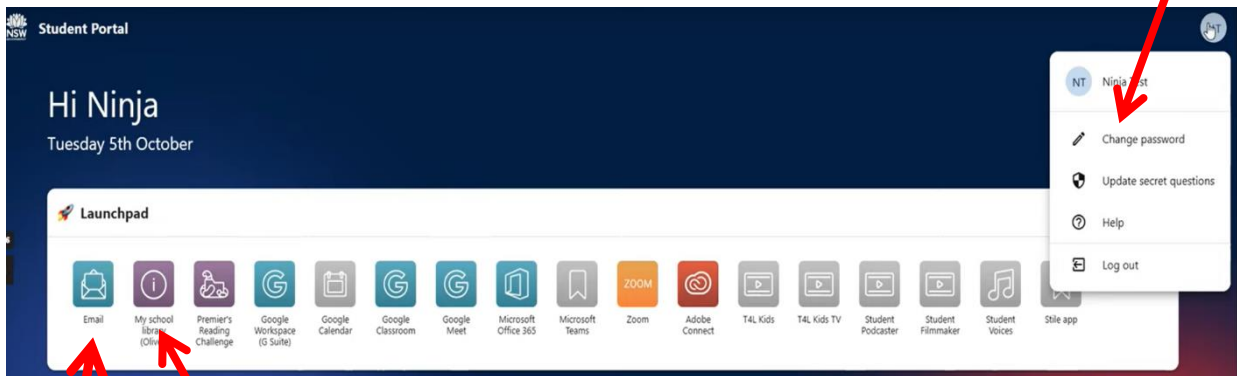
Department Student Portal

1. This can also be reached by using the address https://student.det.nsw.edu.au

2. This will link to the student portal page. Select the "agree" option".

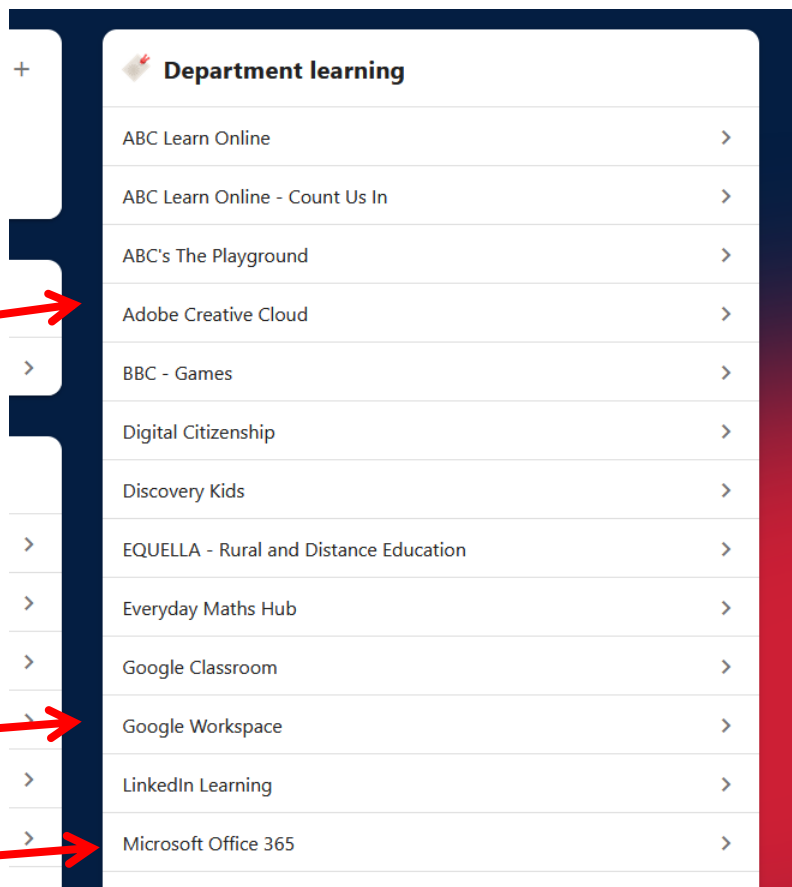Change your DET/internet password

3. From here you can access:

Email

School Library Catalogue

Free Adobe software

Google tools including Docs and Drive

Microsoft Office Online/Download

Email Address

The link to email is the top left icon:

1. Your email address is firstname.lastname+number@education.nsw.gov.au
2. Notice that as a teacher the email address is firstname.lastname@det.nsw.edu.au
   Remember this for sending emails to staff

Accessing the Department Adobe Software

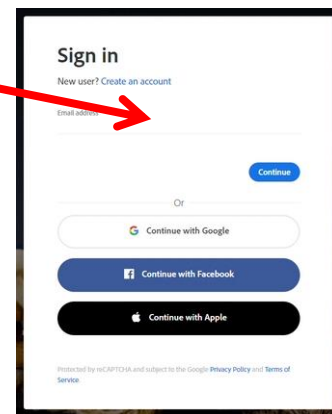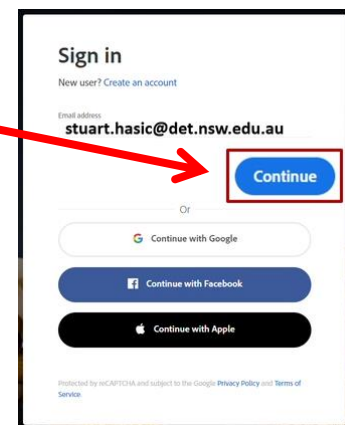1. Log into Department Portal.

2. Select Adobe Creative Cloud.
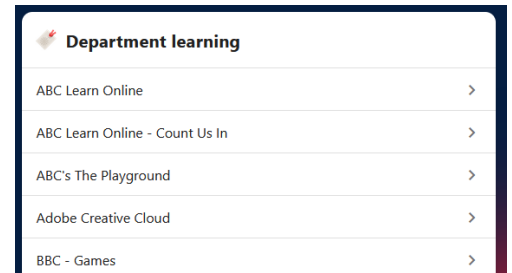
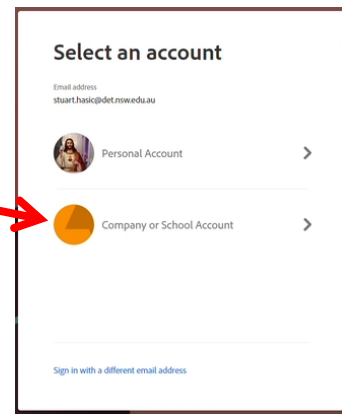3. You will be directed to website 'https://adobe.creativecloud.com'.

4. Sign in using your DoE email address (UserName@education.nsw.gov.au) as the username.
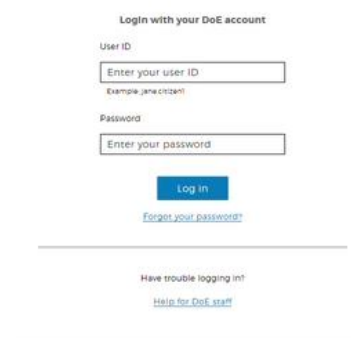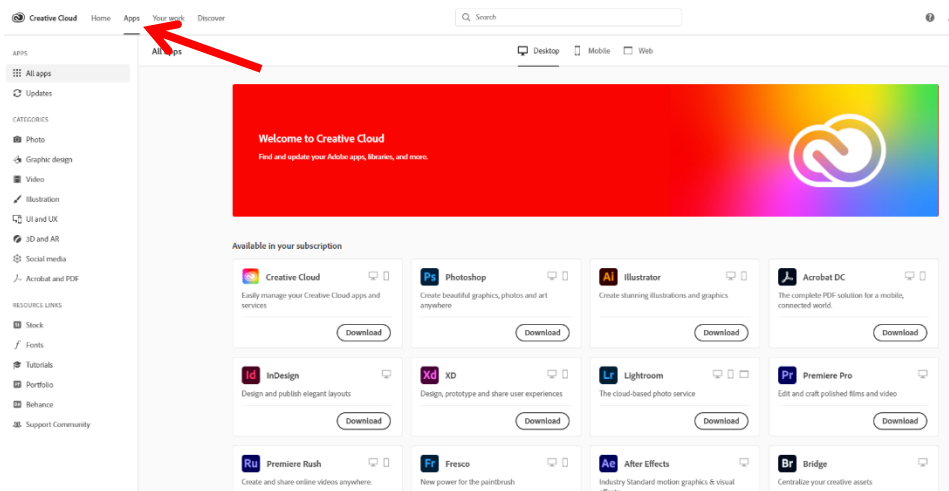

5. Click 'Continue'

6. Select 'Company or School Account'

7. You will be redirected to the student portal login page. Just login with you DET userid and password.

8. This will take you to the Creative Cloud website. Click the 'apps' on top right and you will see software for download and installation. Just follow the prompt to install after download.
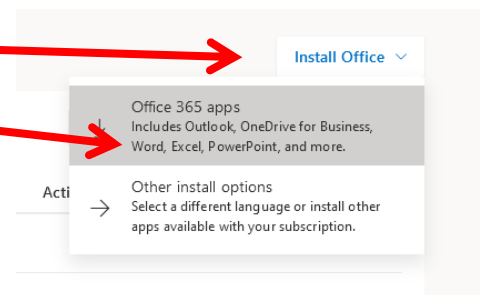
Accessing the Department Microsoft Software

Google Classroom	>
Google Workspace	>
LinkedIn Learning	>
Microsoft Office 365	>
My Email	>

1. Log into Student Portal.

2. Select Microsoft Office 365.

Installing the Software

1. Click on the Install Office button and select Office 365 apps

Install Office ∨

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

2. Click on Run, followed by Yes to allow the software to install

....exe (3.71 MB) from c2rsetup.officeapps.live.com?
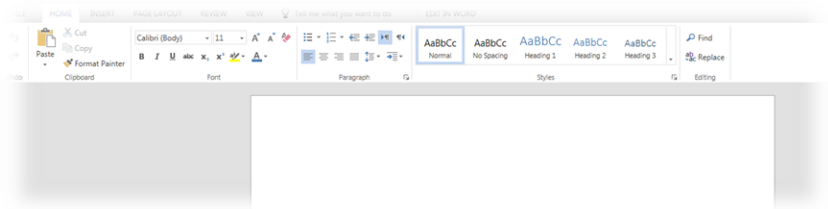
| Run | Save ▼ | Cancel |
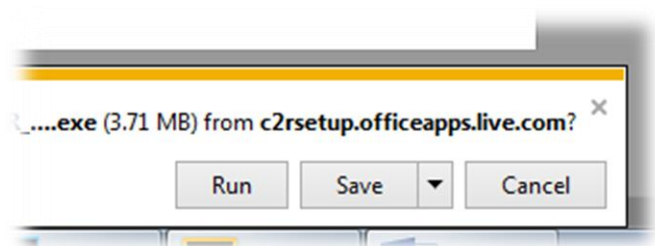
Using Office 365 Cloud services

1. Click on any of the options to use the software.
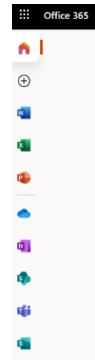
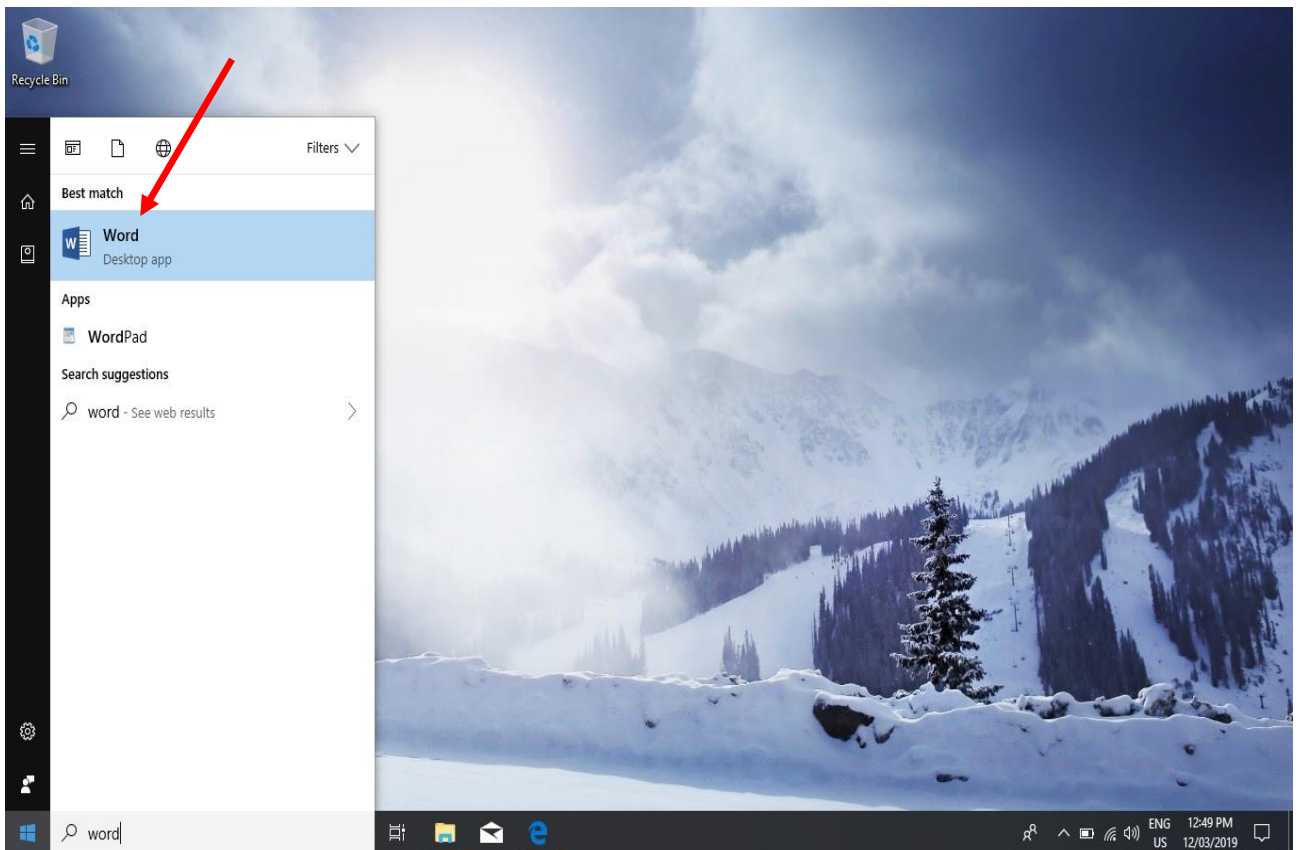2. This does not install the software on the computer. The applications are usually basic versions of the software and do not contain all features.
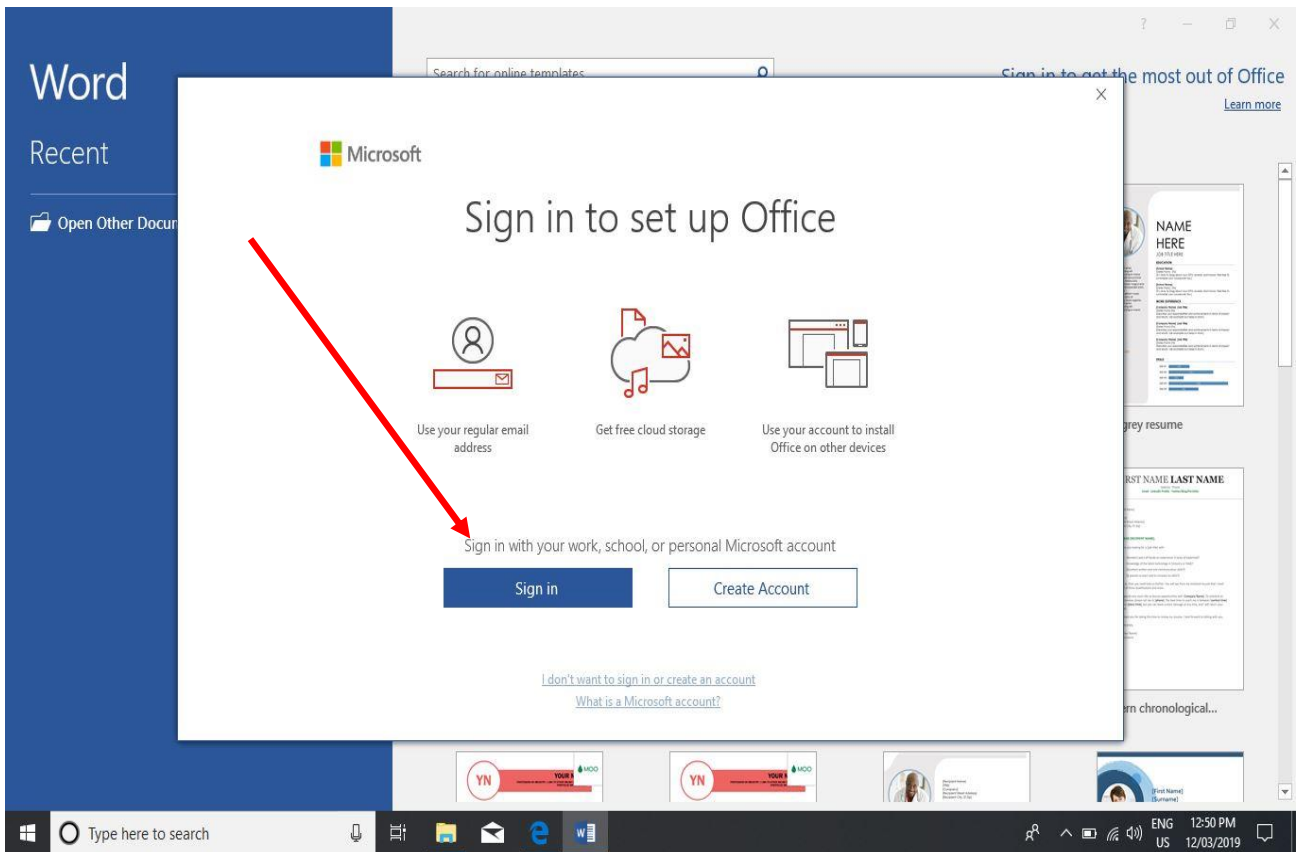
How to active Pre-installed MS Office in Windows

1) Run <mark>Word</mark> from Start Menu
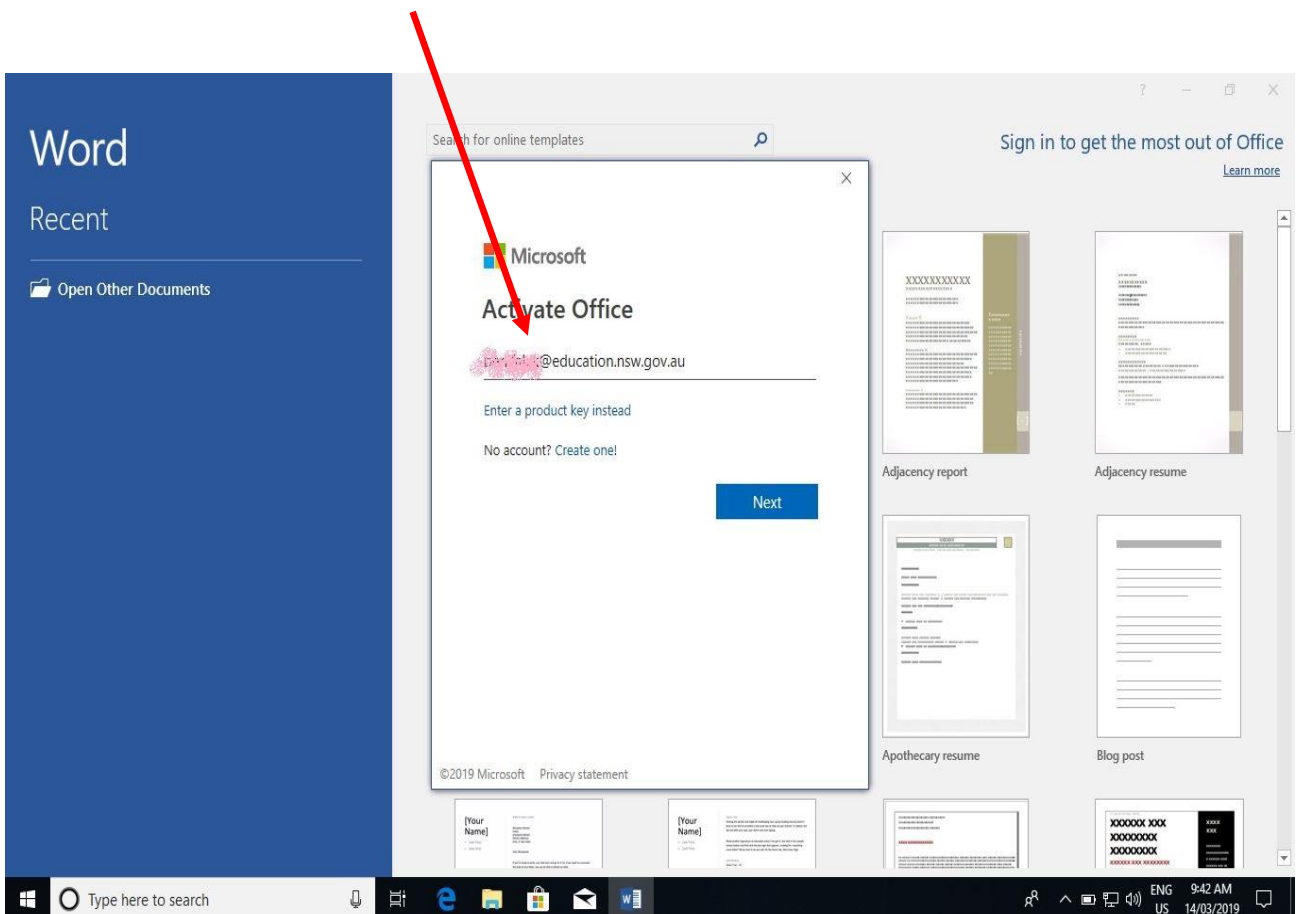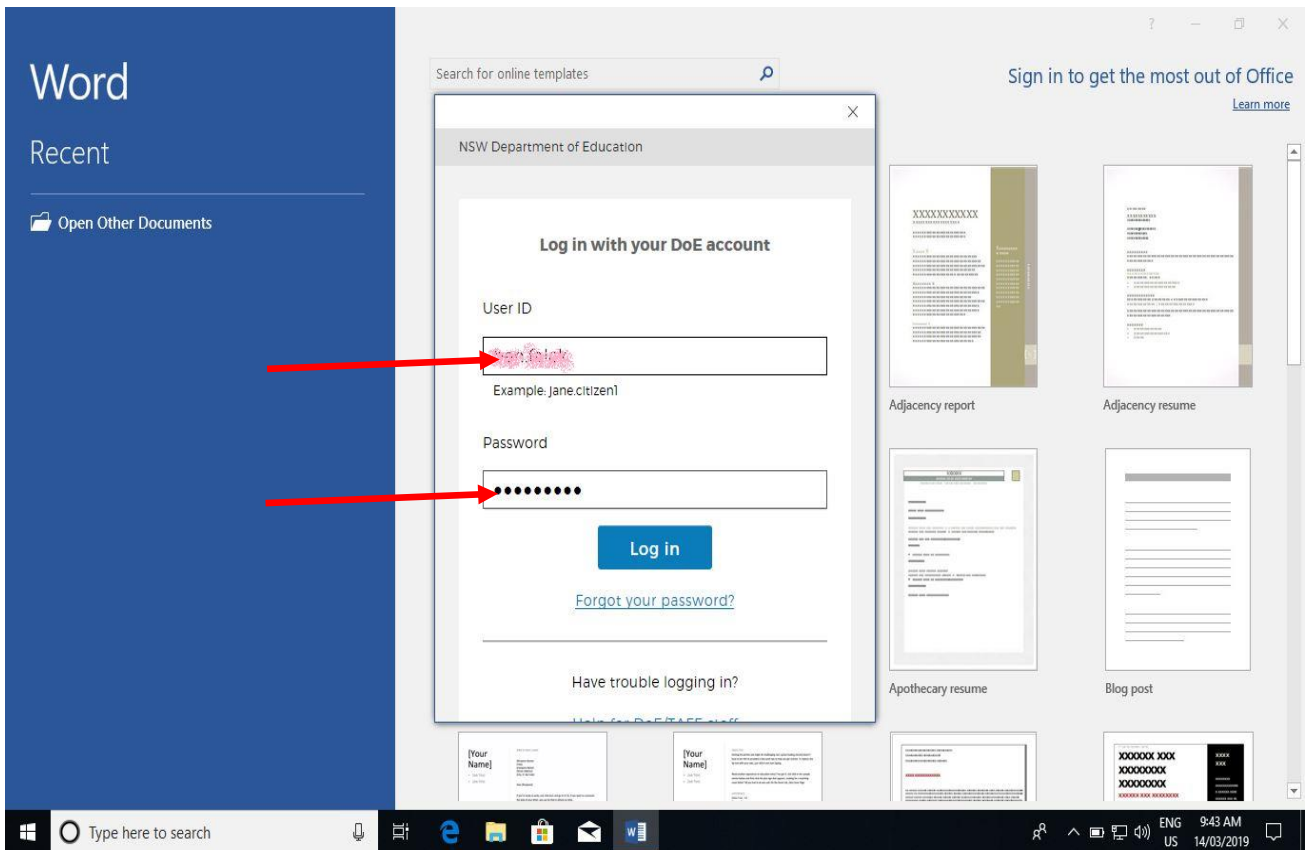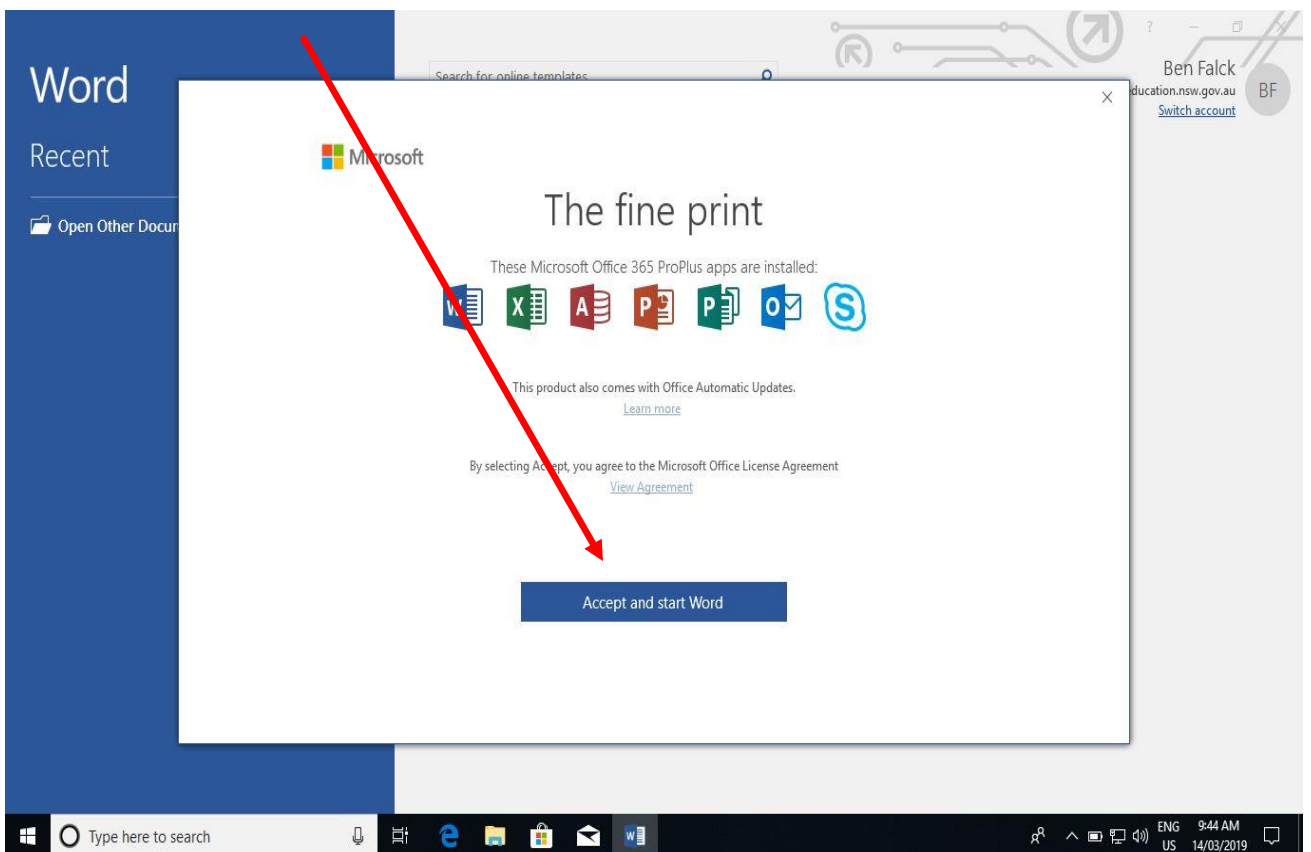
2) Click on <mark>Sign in</mark>
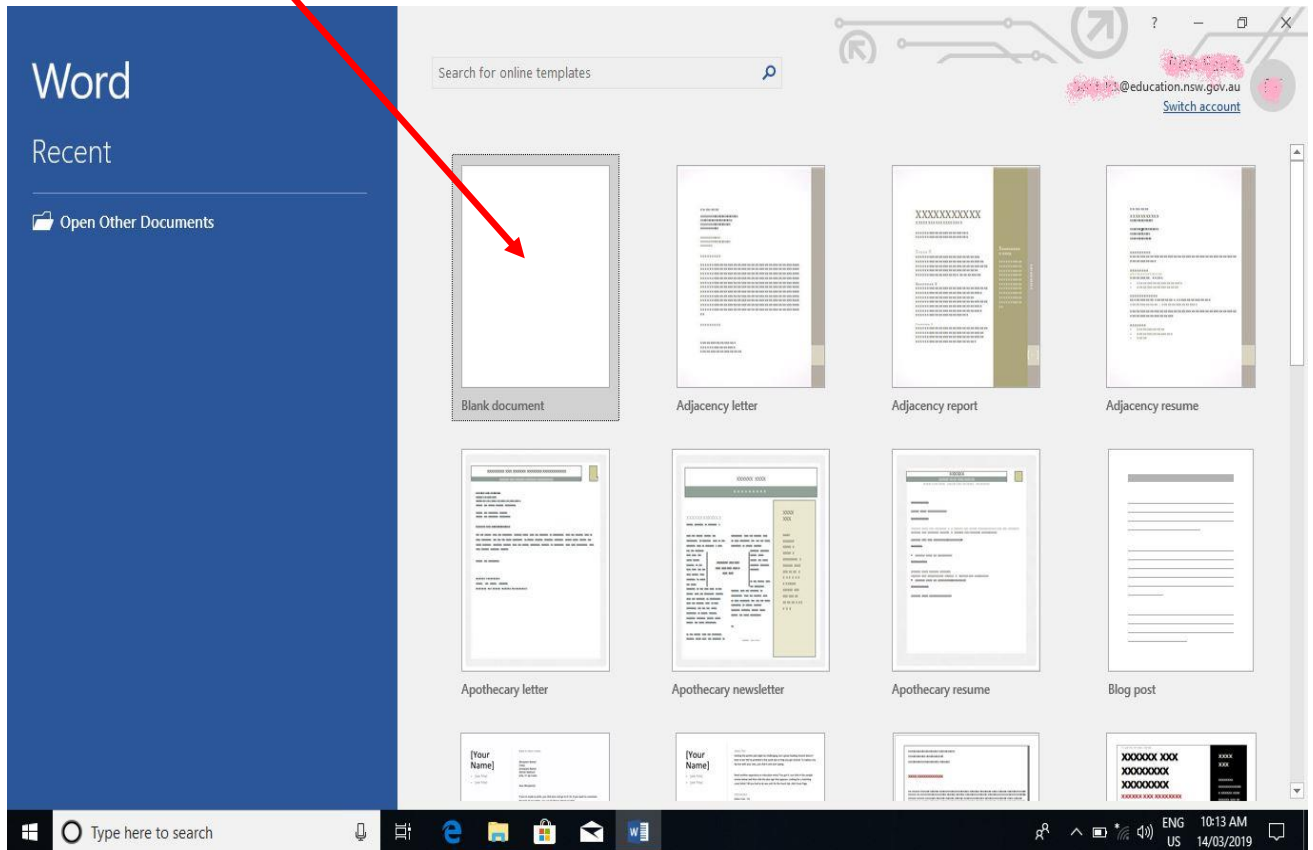
3) Enter student's DET email address for activation.

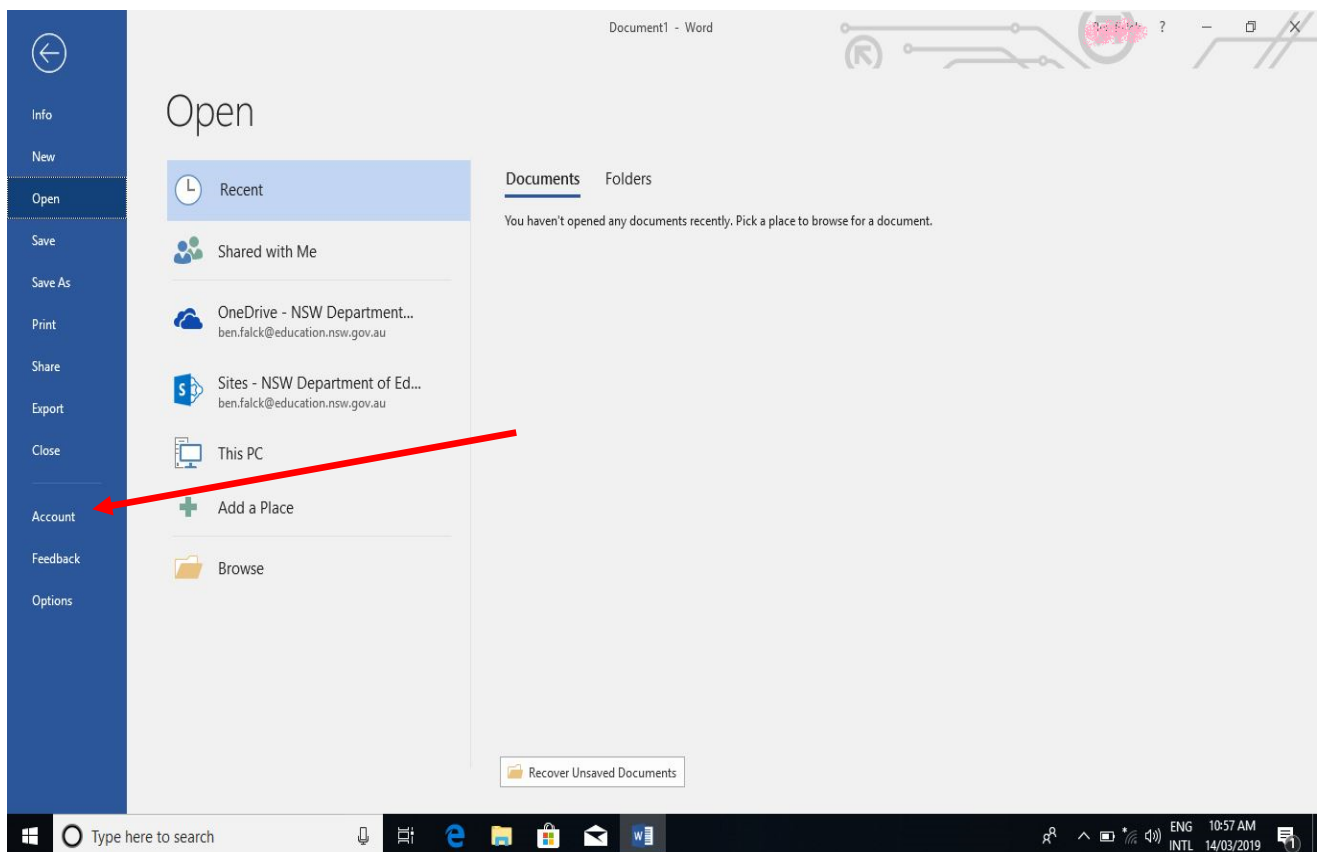4) Enter student's DET user id and password when prompted.

5) Click "Accept and Start Word"

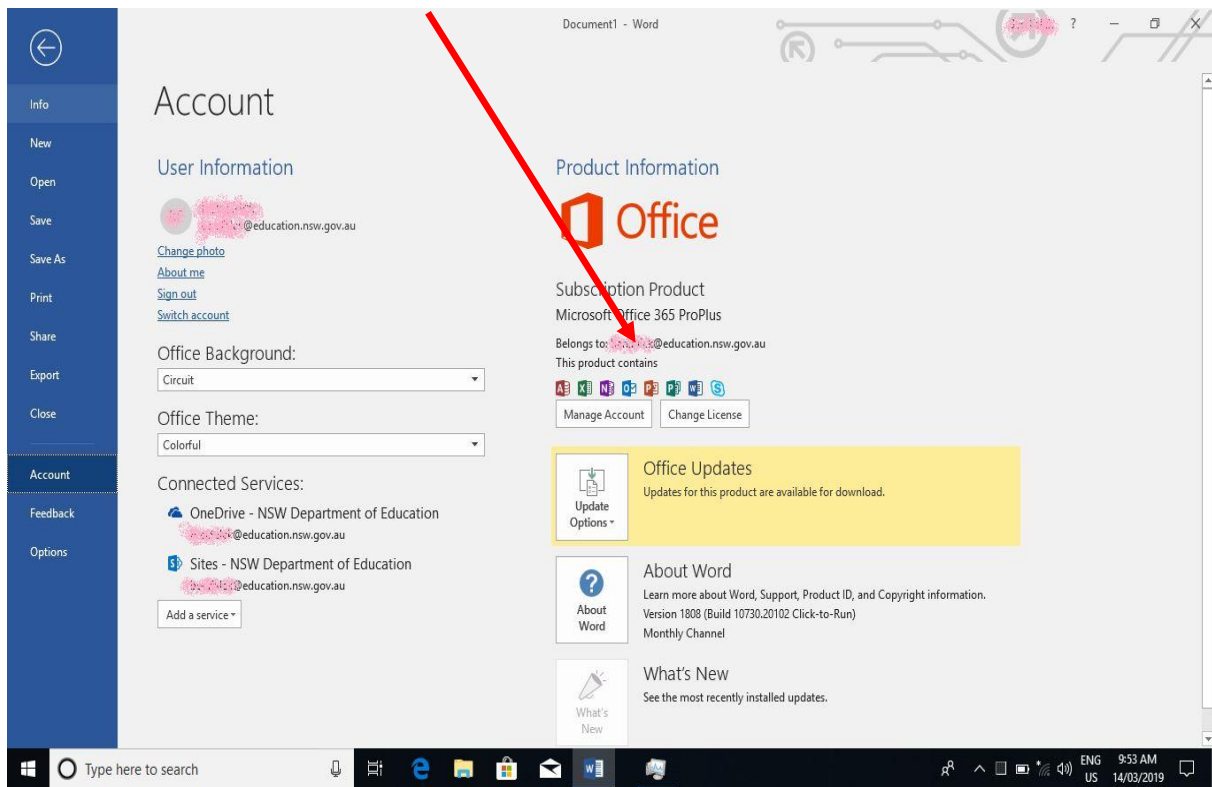6) Open a Blank **Document**

7) Click on "File" on top left and then "Account"

8) Check to see the software is now linked to the student DET account.

nter.

Printing

All students receive $10 worth of free printing a year. You can check the balance of your account via the school website printing link. If printing does not work as expected – check this balance before asking for help.

The link/icon can be located in the "Classroom Patrol Application Launcher". The username and password used to check the printing balance is the one connecting to the khhs network.

If you run out of credit, more can be purchased at the front office.

Costs of printing
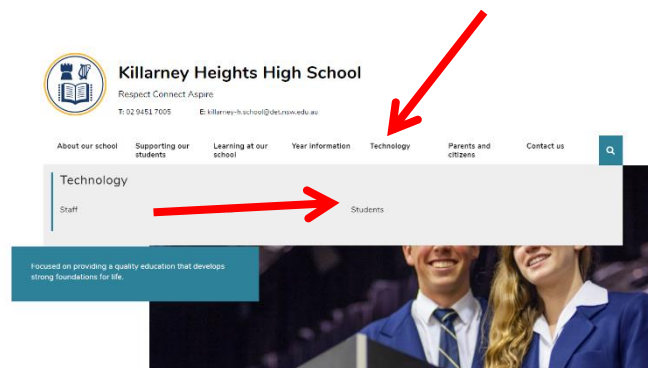
A4 black and white page – 5 cents

A3 black and white page – 10 cents

A4 colour page – 50 cents

A3 colour page – $1

Printing

1. Access the school website technology page

2. Select BYOD Printing

3. Follow the instruction for your type of device. Remember to put @khhs at the end of your user id when prompted.

Set up printing on a Windows device

Click this link to download and run the Mobility Print installer.

You'll be prompted to select the printers you want to use, and to enter your PaperCut username and password.

When it's time to print, just print like you normally do. Be sure to use a printer you selected when you installed Mobility Print.

Mac

Set up printing on a Mac

1 Navigate to **System Preferences > Printers and Scanners**.

2 Click the ⊚ icon under the Printers List.
   The **Add** dialog is displayed. It displays a list of all of the discovered printers on the network.

3 Select a printer. The **Name**, **Location**, and **Use** is displayed.

4 Check that **Use** is set to **Secure AirPrint**.

5 If **Secure AirPrint** isn't displayed:

   a Close the **Add** dialog.

   b Disconnect from the network, then reconnect to it again.

   c Check if you can see Secure AirPrint now. If you can't, contact your System Administrator.

6 Click **Add**.

7 Print your document. When prompted, enter your PaperCut username and password.