



ICT Help for Parents

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1 Introduction

These notes are intended to assist parents with management of technology provided or required by the school for educational purposes, eg 1-1 computer and online services.

2 How to access the School Intranet and class site from any computer (K-Yr3)

Using an internet browser (eg Chrome, Safari, Internet Explorer, FireFox, etc), visit the school intranet website <http://stcolumbassp.sharepoint.com>

Username: parent@stcolumbassp.wa.edu.au

Password: parent password as advised by school

3 How to access the School Intranet from any computer (Yr4-Yr6)

The school intranet website <http://stcolumbassp.sharepoint.com> is accessible to all students and parents using the student's username/email address and password.

4 How to connect to student Office365 Education account from any computer

The school uses Microsoft Office365 for Education, which provides online apps, "cloud" storage, email, calendar, tasks, contacts and collaboration websites, etc. Students and parents can access this account at <http://outlook.office365.com> using the student username/email address and password.

5 How to download the latest Microsoft Office (Word, PowerPoint, Excel, etc) desktop software for free home use

Students and parents are permitted to download and install the latest full version of Microsoft Office software for home use for free on up to 5 PCs or Macs.

To download the software: visit <http://outlook.office365.com> > sign in using the student username/email address and password > click the settings icon (gear at top left) > Office 365 Settings > Software > Install > follow the prompts to download and install the software in the normal way.

6 Parental supervision of email accounts

To enable appropriate supervision of student's email use, the student's school email account can be viewed online or synced with multiple devices or computers so parents can supervise the student's email use away from school.

7 How to connect to student school email account

7.1 Account Data

Email: username@stcolumbassp.wa.edu.au

Password: as advised by school

Description: username or St Columba's (suggestions only)

Server: outlook.office365.com

Domain: blank or mail.stcolumbassp.wa.edu.au

Username: username@stcolumbassp.wa.edu.au

7.2 in Internet Browser (Chrome, Internet Explorer, Firefox, Safari)

sign in at <http://outlook.office365.com>

7.3 on iPad/iPhone/iOS Mail (iOS7 & iOS8)

<http://support.apple.com/kb/ht2480>

<http://office.microsoft.com/en-au/office-online-help/set-up-email-on-apple-iphone-ipad-and-ipod-touch-HA102818554.aspx>

Settings > Mail, Contacts, Calendars > Add Account > Exchange >

7.4 on Outlook for Mac 2011

File > Info > Add Account > enter E-Mail account data > Next > Finish

7.5 on Mac/OS X Mail (Mavericks)

Apple (menu) > System Preferences > Internet Accounts > Exchange > enter data > Continue > Continue > select sync options > Done

7.6 on Android

Email > tap Menu button > Add Account > enter data and options > Manual Setup > Microsoft Exchange ActiveSync > Next >

7.7 on Outlook 2010 (Windows)

File > Info > Add Account > enter E-Mail account data > Next > Finish

7.8 on Outlook 2013 (Windows)

File > Info > Add Account > enter E-Mail account data > Next > Finish

8 How to see what websites have been visited on iPad

All internet traffic through the school network is filtered.

Parents can supervise their child's internet usage by checking what pages they have visited in Safari internet browser, go to Safari > Bookmark icon > History.

If other apps that browse the internet are installed (eg YouTube, Chrome, etc) these may have similar history features. Safari will be used for school purposes. Cleared history is suspicious.

9 How to check what apps were most recently used on iPad

On an iPad, you can quickly press the Home button twice or swipe 4 fingers up (on home screen or in most apps) to show what apps are running and most recently used. This can be easily cleared by swiping up on the app.

10 How to check computer storage use

10.1 on iOS iPad or iPhone (iOS7)

Settings > General > Usage

10.2 on OSX Mac (10.9 Mavericks)

Apple (menu) > About This Mac > More Info... > Storage

10.3 on Windows PC (Win7)

Start > My Computer > right-click on hard drive and choose "Properties"

11 How to create an iOS Web Clip on the Home Screen

Web Clips are the iOS equivalent of Windows desktop shortcuts. They enable websites to have their own home screen icon and behave like apps. To add a web clip to the home screen:

1. Load the web page you want to add to home screen.
2. Tap the "Action" icon (the box with the arrow pointing out the top) to the left of the address view.
3. Tap the "Add to Home Screen" icon (button with + symbol).
4. Tap on the title, tap the "Clear" icon (on the right of the title), enter a short title.
5. Tap "Add".

12 How to connect the Literacy Planet using free WA State/Council Library account

http://slwa.wa.gov.au/find/eresources/for_public_library_members/literacy_planet

13 How to connect the Busythings using free WA State/Council Library account

<http://www.busythings.co.uk/BusyThings.php?gid=3397&token=33a7f6367e996e2a473d6324a2f78668>

14 How to connect the TumbleBooks Library using free WA State/Council Library account

www.tumblebooks.com/library

www.tumblemobile.com

Username: slwa

Password: libra

Direct links:

http://www.tumblebooks.com/library/auto_login.asp?U=slwa&P=libra

http://www.tumblemobile.com/auto_login.asp?U=slwa&P=libra

15 How to connect to Encyclopaedia Britannica (only for out of school use) using free WA State/Council Library account

<http://library.eb.com.au/storelibrarycard?id=southperth> - visit website, enter WA State/Council Library card number (case-sensitive) and log in.

16 How to connect to Encyclopaedia Britannica using school account

For students with BYO iPads there is a homescreen webclip app that links directly to EB Online website. For all other students, visit the school intranet library site <http://stcolumbassp.sharepoint.com/Library> and follow the EB Online link.

17 How to connect to OverDrive online library using free WA State/Council Library account

OverDrive provides free ebooks, audiobooks and other digital media that is age appropriate for children for anyone holding a WA State/Council Library membership.

On iPads is recommended to use the dedicated free app <https://itunes.apple.com/au/app/overdrive-library-ebooks-audiobooks/id366869252?mt=8>

To setup the OverDrive app and link/create an under 13yo account:

1. Tap app icon to start
2. Tap "I am under 13 years old" – this sets limits on what can be borrowed.
3. Tap menu icon (3 horizontal lines) at the top left
4. Tap "Add a library"
5. Enter "South Perth" and tap search
6. Choose "City of South Perth"
7. Tap "WA Public Libraries"
8. Tap "Sign In"
9. Choose "City of South Perth"
10. Tap Go button
11. Enter library card number (case sensitive), tick "remember ..." and tap "Sign In"

18 Google Search for Kids

To safely search google, children should be encouraged to add "for kids" at the start of each search. It is also recommended to enable Google SafeSearch.

19 How to set "SafeSearch" mode for Google search

<https://support.google.com/websearch/answer/510?hl=en-GB&rd=2>

For iPad and Safari browser: Open Safari app > visit www.google.com.au > tap the settings icon (gear) at top right > tap Search settings > under SafeSearch Filters, set Filter explicit results = ON > Save.

Note: This will be a permanent setting only for this device and browser. It can be switched off in the same way. To lock this setting a google account is required. These settings do not apply to other browser apps or in the Google Search app.

20 How to set "Safety" mode for YouTube

<http://www.bewebsmart.com/safe-search/youtube-safety-mode/>

For iPad and Safari browser: Open Safari app > visit www.youtube.com.au > tap the menu icon at top left > tap the settings icon (gear) > tap Safety mode to toggle ON.

Note: This will be a permanent setting only for this device and browser. It can be switched off in the same way. These settings do not apply to other browser apps or in the YouTube app.

21 How to subscribe to School internet calendar

The school website includes an internet calendar at <http://www.stcolumbas.com.au/calendar.php>. It is possible to add this calendar to your computer and view the calendar as a synchronised overlay or separately calendar using Outlook, Mac Calendar, Smartphone or Tablet.

Data

Server:

https://www.google.com/calendar/ical/chameleonlogic.com.au_12bo5k09kric4j9hriico147n0%40group.calendar.google.com/public/basic.ics

Description: St Columba's

Username: (blank)

Password: (blank)

Use SSL: YES

Remove Alarms: user choice – NO recommended

MS Outlook 2007

[Outlook 2007](#)

MS Outlook 2010

[Outlook 2010](#)

MS Outlook 2011 for Mac

TBA

MS Outlook 2013

[Outlook 2013](#)

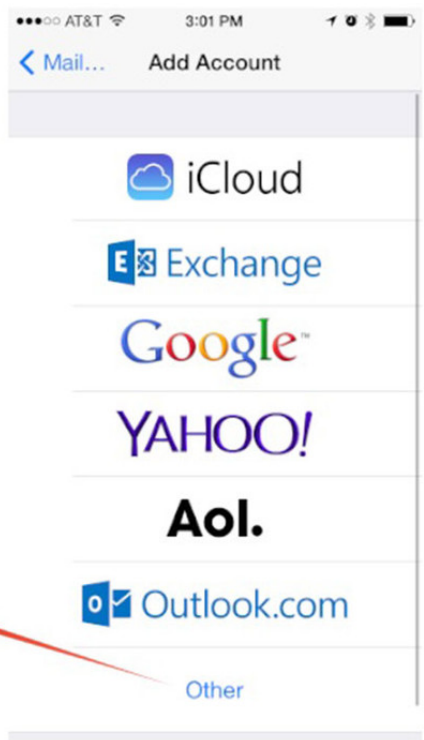
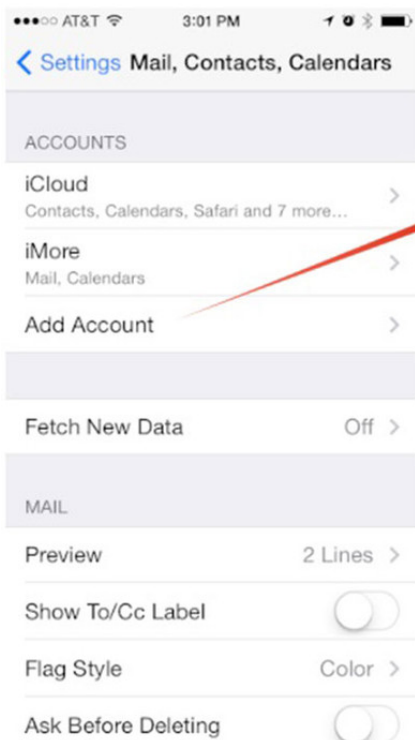
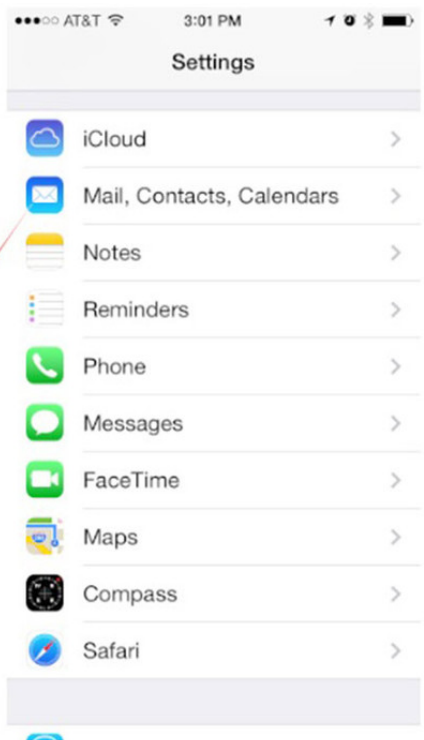
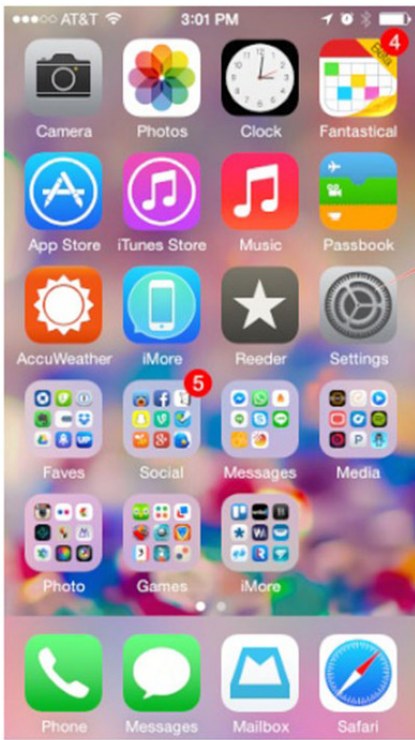
MS Outlook 2016 for Mac

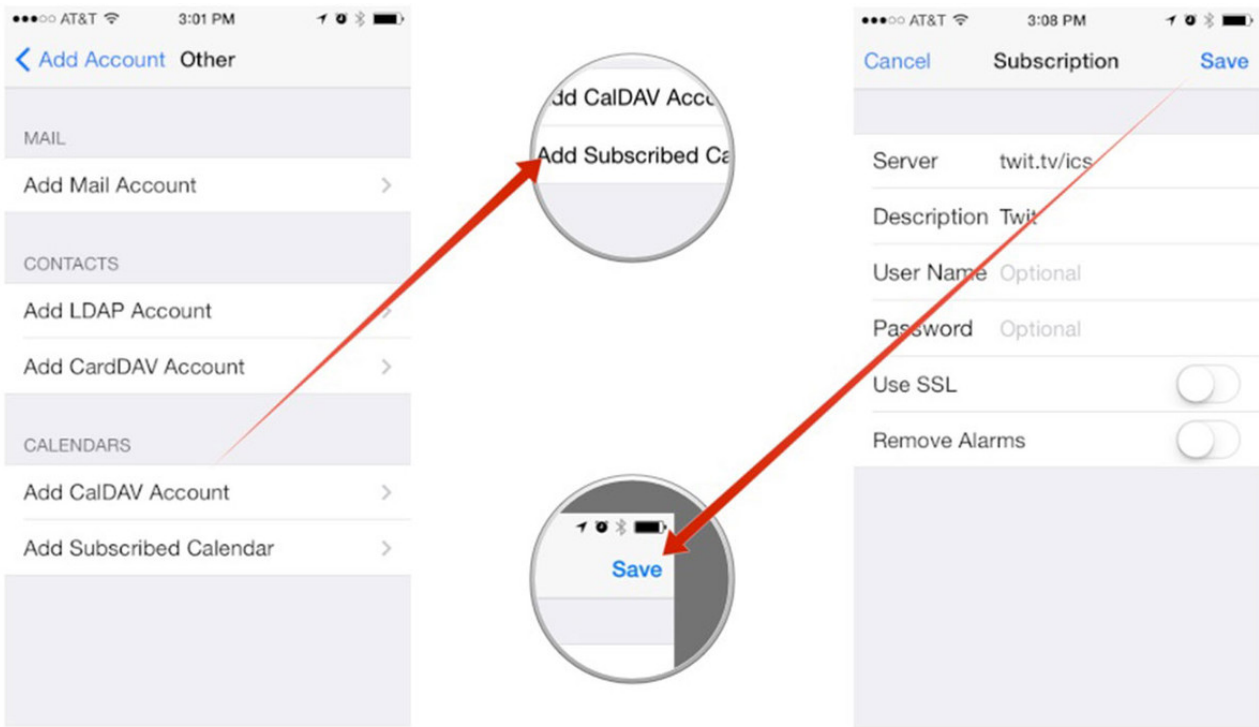
TBA

iOS 8 iPad/iPhone

<http://www.imore.com/how-subscribe-calendars-your-iphone-or-ipad>

1. Launch the Settings app on your iPhone or iPad.
2. Tap on Mail, Contacts, Calendars.
3. Tap on Add Account... under the Mail section.
4. Tap on Other.
5. Tap on Add Subscribed Calendar under the Other section.
6. Enter or copy in the server location of the calendar. This is typically a web address that ends in .ics.
7. Enter any username, password, or SSL info you need to. Most times you don't have to with public subscriptions. When you are finished, tap on the Done button in the upper right hand corner.
8. That's it, the subscribed Calendar will now show up in the Calendar app.





Mac OS X Calendar

https://support.apple.com/kb/PH11523?locale=en_US

Mac OS X Yosemite Calendar

https://support.apple.com/kb/PH20324?locale=en_US