



**Oxley**  
COLLEGE

## Parent BYODD Support Document Years 5 - 12

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# Getting Started


## Username, Passwords, Accounts

Students will have two separate Usernames / Passwords that they will need to remember.

1. Their local password for their own device (for logging into their computer).
2. Their school username and password. This is for logging into the school WIFI, Canvas, school computers, and their email. Their password will be a six-digit number, which is their school number prepended by zeros if need be. Their password is something they should already know. If they have lost or forgotten their password Mr Hirka (or Mr Bright if available) is the person they need to see.

## Connecting to the School Network

This is a new process, and should happen automatically with a few clicks. However, if there are issues, try the following:

1. Check that the computer is connected to OCBYODD network, by clicking on the network icon  and selecting the OCBYOD network.
2. Open a web browser (such as Firefox, Chrome, Safari or Explorer) and navigate to <http://cert.localnetwork.zone/install/> – this site has an option to download a certificate to install that allows secure access to the network.  
*Be warned, some anti-virus programmes incorrectly classify this as a virus. We are working on having a way for security aware students to check the certificate.*
3. If the above does not work, navigate to <http://auth.localnetwork.zone/> and enter in the student's school username and password.

## Setting up email

### Access school email

1. Go to <https://mail.oxley.nsw.edu.au>
2. Logon with the provided details:
  - a) username is the field marked UN and is a six digit number
  - b) pw is your school password

### Basic Outlook settings


1. Email address: FirstName.LastName@oxley.nsw.edu.au
2. User Name: oxleycollege\username:  
for example: oxleycollege\001234
3. Password: *your school password*
4. Server: mail.oxley.nsw.edu.au
5. If required, the type of email account is a "Microsoft Exchange"

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## Software Checklist

The following is a list of the software students should have on their devices. Apart from Flash Player, you can check if the software is installed by:

### Windows 10:

Click on the Windows icon  in the bottom left of the screen. Look just above where you clicked for the “All Apps” button to get a list of the apps / programmes on the computer. Alternatively you can begin typing the name of the app into the space to the right of the windows icon and if the programme is installed then you will see it appear.

### OSX:

Go to the “Launcher” on the taskbar at the bottom  and click on it. You can then look for the relevant programme(s). You may need to “swipe” left or right by using two fingers on the track pad. Alternatively you can hold command down and press the spacebar, and then begin to type the name of the app and it will find it if it is there.

## Software all students should have:

### Antivirus protection:

The school does not recommend a particular brand, but there are good free options out there for both Mac and PC

### Adobe Flash Player

<https://get.adobe.com/flashplayer/>. Go to the following site and click “check now” to see if this is already installed - <https://helpx.adobe.com/flash-player.html>

### Microsoft Office 365

See instructions on the next page.

When installed you should see programmes such as Word, Excel and PowerPoint.

### GeoGebra (for years 7 - 12)

<http://www.geogebra.org/download>

When installed you should be able to see a single programme called GeoGebra

### Logger Lite (for years 7 - 12)

<http://www.vernier.com/products/software/logger-lite/>

When installed you should be able to see a single programme called Logger Lite or Vernier Logger Lite.

### Adobe CS (for years 7 - 12)

This is installed by the school. When installed you should be able to see several programmes, including Adobe Photoshop and Adobe Illustrator.

**Recommended:** Chrome or Firefox as a web browser.

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## To Install Office 365

The easiest way is to login to the Office 365 portal with your school credentials (username and password) and follow the appropriate links. This will entitle you to:

- Load multiple Office licenses for your computers, tablets and phones
- 1TB of cloud storage
- Allow extra applications for presentations & collaboration
- Plus more...too much to list here!

1. Go to <http://portal.office.com>.
2. Login with your school credentials ([username](#) and [password](#)). Please note: The format of the username is [username@oxley.nsw.edu.au](#). For example [012345@oxley.nsw.edu.au](#).
3. Then follow the links.

**PLEASE NOTE:** To complete your install make sure to open one of your applications, e.g. Word or Excel and then sign in with your school credentials.

**Notes:** Once logged on you should see the screen below,



- a. Notice the circled area – most people will consider unchecking these boxes.
- b. You can install Office to a variety of locations. This includes PCs (including MACs), tablets and phones. Installation, however, is linked to the user logon.
- c. Be aware of internet usage download requirements.

### Username

Your school username is a six digit school number with, possibly, leading zeros. This is the username you used to login to your email.

### Password

Your password is the one you used to login to your email.

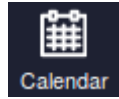
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## Canvas

You can find links to the instructions on how to create a parent account on the schools e-Learning website - <http://www.oxley.nsw.edu.au/learning/e-learning/>.

### Using your parent account

Checking upcoming tasks – The easiest place to look for this is in the “Calendar”, which you



can access by clicking on **Calendar** to the left of the screen. There will be a list of all the subjects. You can hide / show them by clicking the icons on the right of the screen. You can view the detail of an item (such as a Notification of Assessment) by clicking on its name in the calendar, and a window with the details should pop up.

The other way you can check is to select the course's homepage on the “Dashboard” and clicking on the name of the course. Upcoming tasks will appear at the bottom of the courses homepage (you may need to scroll down) or in the “Assignments” menu.

Checking marks – select a subject and look for the “Marks” section to see any results that have been published. This is not a feature that the school is using heavily but depending on the subject there may be some information here.

### Helping your child with Canvas

On Canvas there are online guides for most of the things that students need to do.

<https://guides.instructure.com/m/4212>.

A particular concern is often submitting online work, such as an assignment – see <https://guides.instructure.com/m/4212/l/41972-how-do-i-submit-an-online-assignment>.

The instructions are often long and thorough. You may like to help your child by looking for the screen shots first to see if they can work it out from there.

If you are encountering strange issues, make sure you are using Chrome or Firefox as a browser.

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## Tricks of the trade

### Multiple desktops / hiding windows

It is easy on both Windows and OSX for a student to quickly hide what they have open to appear as though they are on task when they are not. The multiple desktops can be a great feature; however it is often to the detriment of students focusing on the task at hand.

#### Windows 10:

If you hold the windows key down and press Tab it will show the different desktops open. You might also try Alt-Tab to cycle through open programmes.

#### OSX:


A four-finger swipe (left or right) on the trackpad will cycle through the desktops. You might also try command-tab to cycle through open programmes.


### How to see what programmes are running

#### Windows 10:

Hold down Ctrl-Alt-Delete and then select the "Task Manager".

#### OSX:

The easiest way is to run "Force Quit". You find this by clicking on the apple icon  in the top left of the screen and selecting "Force Quit". Alternatively you can also hold down command and option together, and then press the escape key (esc).

You may also see a small dot beneath the icon in the task bar in OSX. The dot means the programme is running. Pay particular attention to this one:  if it has a dot under it then iMessage is running in the background which will make it difficult for your child to concentrate on their work.

### Checking a browser history

This means checking what websites they have been accessed recently. Be aware that most browsers allow you to delete items from the history, so if someone is being really sneaky look for time gaps.

- **Chrome** - <https://support.google.com/chrome/answer/95589?hl=en>
- **Firefox** - [http://kb.mozillazine.org/Viewing\\_the\\_browsing\\_history\\_-\\_Firefox](http://kb.mozillazine.org/Viewing_the_browsing_history_-_Firefox), the shortcut is **Windows** - "Ctrl+Shift+H" – **Mac OS** - "Cmd+Shift+H" on Mac OS
- **Explorer** - <http://windows.microsoft.com/en-au/internet-explorer/manage-delete-browsing-history-internet-explorer#ie=ie-11>
- **Safari** - [https://support.apple.com/kb/PH19274?locale=en\\_US](https://support.apple.com/kb/PH19274?locale=en_US)

# Organisation, Productivity & Distractions

## Managing files

Keeping files organised is a very big challenge for students. At year 7 they are encouraged to create a folder for each subject, and within that folder have a file called “<Subject>-class-notes”, so that any notes they take keep going into the one file rather than 12 documents called “New Document-x”.

## Manage the workspace

Keeping students focused when working on a laptop can be difficult, so try and minimise distractions by ensuring they have a quiet space, their phone away (on flight mode) and that their screen is easily visible for a quick check if needed.

## Time sensitive goals

Getting students to set time-sensitive goals is also very important. Being too busy to get distracted really can work. Utilising a homework timetable and checking off the work as they go.

## Using the right tool

Only use the laptop when it is the right tool for the job. This is a key tenant of using technology at Oxley College – the laptop is a component to help support learning. If the work can be done just as easily with pen and paper then use that (for instance homework from the textbook – use a hardcopy if available).

## Checking in

Checking in with your child on how they are going, and (only) if in doubt checking their internet history / open applications (see the guide on *Tricks of the Trade*).

## Browser productivity add-ons

These can block sites at certain times of the day.

Leech block is one for Firefox - <https://addons.mozilla.org/en-US/firefox/addon/leechblock/> and BlockSite for Chrome - <https://chrome.google.com/webstore/detail/block-site/eiimnmioipafcokbfikbljfddeojpcgbh?hl=en> .

You can set it up so time-sucking sites such as Facebook and Instagram are blocked whilst your child should be doing homework. This can be very useful if they are doing research tasks which do require them to search online.



# Safety & Control

## Net monitoring and restrictions

### Striking a balance

The more you restrict access they safer your child will be, but the more likely that these restrictions may get in the way of learning. Block the obvious exclusions (porn, etc.) but when encountering grey areas it can be better to monitor instead of placing blanket restrictions. Having a rule that at any time your child can show you their usage history (such as browser history of what they've been looking at online) can also help.

### Admin Access & Accounts

An *admin account allows* means that when a user logs into the computer, they have access to add/remove programmes and change system settings.

Whether or not your child has an *admin account* to their machine is an important decision to make. If they do, then any changes you make regarding software restrictions, internet access and the like they can change back. If you don't then you will have to make sure that all the required software is installed and up to date.

OSX – To check if they have an Admin Account go to the apple menu (top left, looks like a mini apple) and then click on “System Preferences” and then go to “Users & Groups”. If you see a little “admin” under the name of your child’s account, then they have full admin access to the computer.

If you want to change this so that you have an admin account, and your child has a “managed” or “parental control” account, you will need to set up an admin account for yourself first. The instructions on how to set up an additional account are here - [https://support.apple.com/kb/PH18891?locale=en\\_US](https://support.apple.com/kb/PH18891?locale=en_US) as well as more detailed instructions at the end of this booklet.

Then restart the computer but this time log in with your new admin account. Now you can go to the account settings and convert your child’s account to a “managed account” or a “parental controlled account”. This means that your child will not have access to add/remove programmes or make global system changes, and you will have more control on what they can access.

Windows 10 – The instructions on how to set up an additional account are here – <http://windows.microsoft.com/en-au/windows-10/getstarted-set-up-accounts>. If you want more control then you may like to create a “child” version using the family account option, outlined here - <http://windows.microsoft.com/en-au/windows-10/getstarted-set-up-accounts>

If you have only the one account installed (your child’s account) then you will first need to create an account for yourself (with admin access), and then edit your child’s account so that it is no longer an admin account. There are step-by-step guides to do this at the end of this booklet.

## Safety & Control (continued)

### Software

There are several options out there for more control and easier monitoring of your child's laptop use.

K9 is one option (that is free, available here - <http://www1.k9webprotection.com/>), NetNanny is also a popular paid option, and there are some reviews of other options here - <http://parental-software-review.toptenreviews.com/>.

The benefits of these is that you can add restrictions without restricting some sites – such as “safe search” options that restrict what can be searched for, without restricting access to sites such as Google. You can also restrict access to programmes and applications at certain times.

The draw back can be unforeseen blockages that may restrict learning on occasion. Sometimes students will need to search / view sites that get classified as “Advertising” (looking at product design, or best buy questions in maths for example) or “Gambling” or some other nefarious sounding category, often because of advertising on the site. Most of these software packages however can be disabled – so you might choose to disable them at school (where our firewall is in place anyway) and enable them at home.

## Guide to creating a Parent Canvas account

### You will need:

- Your child's username and password for their school / Canvas login
- Your own email account

1. Got to [oxley.instructure.com](https://oxley.instructure.com) and click on:

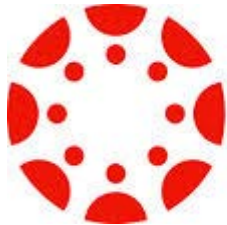
Parent of a Canvas User?  
Click Here for an Account

2. Enter your name and your email, followed by your child's username and password (you only have to enter this once). You will need to check the box that accepts the

terms and conditions and click

Start Participating

3. Go to your email (the email address that you entered in point 2) where you should have a new email telling you that an account has been created. There should be a link in the email.



canvas  
BY INSTRUCTURE

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## Guide to setting up an Admin account (Mac OSX)


### Who this guide is for:

- Anyone whose child's laptop currently only has the one user account (theirs) and they have admin control, and you would like to change this to more closely manage their laptop


### You will need:

- Your child's laptop and password to the laptop

### Creating your own Admin account

1. Go to the apple menu (the top left, looks like a little apple  ) and choose *System Preferences*.
2. Look for the menu *Users and Groups* and select that.
3. Click the lock icon to unlock it and enter your child's password (for their laptop).
4. Click Add below the list of users.
5. Click the *New Account* pop up menu and choose *Administrator* for the type of account.
6. Enter a name, username and password for this account. Make sure you write them down somewhere or choose something that you will remember!

### Changing your child's account to a Managed Account

7. Log out of the account you are currently in by clicking on the apple menu  and selecting *Log Out*.
8. Log back in to the new account you have created.
9. Go to the *Users and Groups* page again and unlock (steps 1, 2 and 3)
10. Select your child's account (the name is usually there on the left of the window) and click *Enable Parental Controls*. This will change their account from an *Administrator Account* to a *Managed Account*.

### Setting the parental controls

1. Go to the apple menu then choose *System Preferences*, then click *Parental Controls*
2. Select your child's account; you should see some options such as *Apps*, *Web*, *People*, *Time Limits* and *Other*. Click on the tab to see what options are available.

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## Guide to setting up an Admin account (Windows 10)


### Who this guide is for:

- Anyone whose child's laptop currently only has the one user account (theirs) and they have admin control, and you would like to change this to more closely manage their laptop

### You will need:

- Your child's laptop and password to the laptop

### Creating your own Admin Account

1. Click on the Windows button (bottom left, looks like an angled window pane  ) and choose *Settings* (usually just above the Windows icon that you pressed), and then choose *Accounts* (looks like a person).
2. You first need to select *Family & other users* on the left hand side menu,
3. Then choose *Add someone else to this PC*.
4. You will be asked to fill in a name for the account, and also a password. Make sure you write your password down somewhere or choose something you can remember!
5. You should then be back in the *Family & other users* page and your new account should be visible. You will need to click on the button that says *Change account type* and choose *Administrator*.

### Changing your child's account to a Standard Account

6. Sign out by clicking on the Windows icon again, then clicking on the name of the account you are in (probably your child's name – it will be at the top left of the panel that opened up when you clicked the Windows icon) and select *Sign out*. Then sign back in but this time to your new account that you have just created.
7. Repeat steps 1 and 2 to navigate to the *Family & other users* menu.
8. Click on your child's account and then select *Change account type* and change it to *standard*.

### Setting up a child's account (optional)

Windows also have an option to create a child account, but this requires that you create a Microsoft account (this is an online account, similar to accounts with Google or Facebook). Information on setting up and using a Microsoft account can be found here - <http://windows.microsoft.com/en-au/windows-8/microsoft-account-tutorial> and more details about setting up family accounts and what they can provide are found here - <https://account.microsoft.com/family/about> , as well as a tutorial going through setting this up here - <http://windows.microsoft.com/en-au/windows-10/family-account>. [Back to top](#)