



# Yarram Secondary College

## Student BYOD Guide

### V1.93

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# **Google Apps**

## **Google Mail**

All students have a school e-mail address (@[yarramsc.vic.edu.au](mailto:username@yarramsc.vic.edu.au)) that they can use for school related work.

Log in using your email address ([username@yarramsc.vic.edu.au](mailto:username@yarramsc.vic.edu.au)) and your login password. If you need to change your password, please come to the IT Office.

<https://mail.google.com>

## **Google Drive**

All students have a Google Drive where they can store their files for classwork.

As we don't allow personal devices to access the school servers, any files you wish to store must be done through your Google drive.

Use your e-mail address and password to access your Google Drive. If you need to change your password, please come to the IT Office.

[Google Drive – Web Version](#)

[Google Drive – Local Client Version \(also accessible via the Software Center\)](#)

## **Google Apps (Docs, Sheets, Slides, Forms)**

Students can use the Google Apps office suite in their browser for word processing (Docs), creating spreadsheets (Sheets) presentations (Slides) and surveys (Forms).

[Google Docs](#)

[Google Sheets](#)

[Google Slides](#)

[Google Forms](#)

## **Office 365**

To download and licence a copy of Microsoft Office 365 on your device, you will require an @schools login. If you do not already have an @schools login, please visit us at the IT Office so we can set one up for you. Once you have your login, visit <https://www.office.com> and sign in with your @schools account. From there, you can use the web version of Office or download the software to your device. Alternatively, you can use the Google apps listed above as a suitable replacement.

# Printing

Printing from personal devices can be achieved using the following methods:

- **Papercut Mobility Print/Print Deploy - RECOMMENDED**
- Papercut WebPrint (for Windows/Mac devices)

## Mobility Print

Mobility Print allows you to install the Follow Me Print Queue printer on your device so you can access it as you would using any other printer you have installed.

Please visit the site below to download the relevant client to your machine (only accessible when connected via the school wireless network):

<http://8490ps01:9163/setup>

Further instructions can be found on [Student Installs](#) under the Papercut Mobility Print folder.

WebPrint only support the following file types:

<u>Application / File Type</u>	<u>File Extension(s)</u>
Microsoft Excel	<i>xlam, xls, xlsb, xlsx, xltm, xlsx</i>
Microsoft PowerPoint	<i>pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx</i>
PDF	<i>pdf</i>
Picture Files	<i>bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff</i>
XPS	<i>xps</i>

## Webprint

Webprint can be accessed by the link below:

<http://printserver:9191/user>

Log in using your network login and password, then select Web Print on the left hand column and follow the instructions from there.

# **Library/Clickview Resources**

## **Access-IT Library**

Students can access the school's library resources through the following address:

<https://accessit.yarramsc.vic.edu.au>

Use your school login details to access the student section of the website.

## **Clickview**

Clickview allows students to view video content that is used as part of their classwork. This can be viewed anywhere that you have access to the internet.

<https://online.clickview.com.au>

You must log into Clickview using your school Google account to access the school's library.

If you are using a tablet device such as an iPad, you can download the Clickview app from the store and log in via the app.

# **Miscellaneous Software**

## **Software via the Software Centre (Recommended for Windows users)**

The Software Centre is now available for Windows users. This will allow you to browse and access software installs directly via the Software Centre link on your device (in your Start Menu and taskbar). By default, we will install the software centre on your device when first brought in to be connected to the school's wireless. If you currently don't have the software centre on your Windows device, please come and see us at the IT Office.

## **Software via Google Drive**

Additional software downloads for your BYOD device can be found by clicking the following link.

## **[Student Installs](#)**

**(Note: Do not use the Add to Drive option on this page. Bookmark/favourite the above link and view it in your web browser only).**

You do not need to install all of the software listed in Student Installs, only what you require for your classes.

At this stage we only have installation files for Windows and Mac devices. For tablet devices (iPad and Android), you will be required to download (and purchase if necessary) any apps through the App Store or Google Play.

If you can't find the software you are after, then it will be based on one of the following reasons:

- The software could still be free to download and install but isn't available in Student Installs. A Google search will be able to tell you if the software you require is free to use or requires a licence to be purchased.

Or:

- The software is not licenced for personal devices. In this case you will need to purchase the software from a third party vendor as the school will not purchase the software for you (this is covered in the school's BYOD policy).

We will be adding more software to the Student Installs folder over time so make sure to check back on a regular basis.

# **Changing your school login password**

Your school login password (@yarramsc) gives you access to the following items:

- Compass
- School e-mail (Google Apps)
- Clickview
- Access IT (library software)

If you require your school password to be reset, please visit the school's IT Office and we can reset it for you.

## **Some websites to bookmark**

Please add these websites to your browser's bookmarks/favourites.

**Compass:** <https://yarramsc-vic.compass.education>

**Papercut:** <http://printserver:9191/user>

**ClickView:** <https://online.clickview.com.au>

**NAPLAN:** <https://www.assessform.edu.au/naplan-online/locked-down-browser>

**School Website:** <https://yarramsc.vic.edu.au>

**School Careers:** <http://www.yarramsccareers.com>

**IT Knowledge Base (for further BYO information):**  
<https://yscsupport.freshdesk.com/support/home>