The Basics

**CODE OF CONDUCT**

All students are required to sign the Computing Code of Conduct on Pages 26-29 of the College diary.
Device misuse and misuse of IT in the College can result in sanctions such as confiscation of the device and detentions.

**WIFI**

The College provides wireless connections for students for educational purposes only. Our wireless network is secured and you should not share your log in details with anyone else. To ensure the WiFi operates smoothly, you are asked to disable iCloud backups.

**EMAILS**

The College provides you with a school email account. Your school email is to be used to contact teachers and students and register for educational web services, as directed by your teachers.

Other email accounts you have set up on your iPad might not work on the College WiFi during the school day. These should be disabled during the school day (turn off PUSH notifications).

**SEQTA LEARN**

Students can access the Daily Notices, classwork and their timetables through SEQTA. SEQTA is accessed through a web browser. It is a good idea to create a shortcut to this on your iPad home screen. Use your network ID to log in to SEQTA at: coneqt-s.ncc.wa.edu.au

**PRINTING**

The College has 2 locations for BYOD printing. These are in the Library and beside the IT Helpdesk (3rd Floor). Students should think carefully before printing and should always collect their printing as quickly as possible.
Getting Help

Mrs Jodah—Digital Learning Coordinator
Manages SEQTA and helps teachers and students to use IT for learning. Also point of contact for parents about IT issues.
jodah.melanie@ncc.wa.edu.au
In Term 2, 3 and 4 of 2016, Ms Naughtin will be covering for Mrs Jodah
naughtin.katharine@ncc.wa.edu.au

Mrs McCagh—Information Literacy Officer
Manages the Library Helpdesk Library Gateways. A good point of contact for day-to-day issues with IT, research and study skills.
mccagh.katherine@ncc.wa.edu.au

Check your settings are correct.
Off and on again and shut down apps.
Ask a peer or teacher for help—politely!
Complete diary to leave class.
Helpdesk—visit the Library helpdesk.

Visit IT on the 3rd Floor.

Setting Up a USB or External Hard Drive

There are different ways USB drives and external hard drives can be formatted (set up).

The College advises that students use a format called ‘FAT32’

Having a USB drive or external hard drive in this format means you can use the device on both PCs and Mac devices. This is important as you may use Macs in Arts or when completing group work, and PCs in Technologies or the Library.

The steps below should be performed on all new USB devices or external hard drives. If you have an existing drive and wish to format it please copy all of your work to another location first. The steps below will erase everything from your external drive or USB so are best done with a brand new or empty drive.

It is recommended you do this step from a PC in the first instance, as this will allow you to format the entire drive. These steps apply for all drives under 2 terabytes.

From a PC:

1. Plug the drive you wish to format in to the PC. Ensure it is EMPTY, with no important files.
2. Open ‘Computer’
3. Right click on the drive you wish to format. Be careful – do not format another drive by mistake!
4. Select ‘FAT32’ under File system.
5. Name your Drive in ‘Volume Label’.
6. Click ‘Start’ and wait for the format to complete.
7. Your drive can now be used across both PCs and Mac devices.

From a Mac Device:

1. Plug the drive
2. If you plug a non-compliant drive into a Mac for the first time, the computer prompt you that the “Drive is unreadable by Mac OS” and ask you whether you want to format it via Disk Utility.
3. If this does not happen, go to /Applications/Utilities and open Disk Utility.
4. Click on the drive you wish to format.
5. Select the ‘Erase’ tab.
6. Set to MS-DOS (FAT32)
7. Press ‘Erase’.
8. Your drive can now be used across both PCs and Mac devices.
Emails & Cloud Storage

The College provides all students with an Office 365 account. This gives students access to:

- Email services
- 25GB of storage online
- Online versions of Microsoft Office
- Free downloads of student Microsoft Office for your laptop or Macbook.

Students are reminded of the ‘IT Code of Conduct’. 
Emails and cloud storage should be used for educational purposes only.
They should not be used to send or store inappropriate materials, materials which breach copyright or have been downloaded illegally.

In 2016, your College email password is the same as your Network ID. You are advised not to change this. If you are experiencing issues and need to change your password, students are asked to present in person to the Library for this.

To access your Office 365 services the link is: https://login.microsoftonline.com/

Via the apps tab, you will then have access to a number of free online services to aid you with your school work.

To download the suite of Student Office for free, go to the link below and click ‘Get Started for Free’ in the Student tab.
Use your @ncc.wa.edu.au email to log in and follow the prompts given.

Email Etiquette

You may need to email your teacher work or questions about assignments. You should only use your school email to do this.

Writing an email correctly is important.

You want to get your purpose and message across correctly and politely. Remember email is not confidential—do not discuss very personal or confidential issues in an email.

**Emailing Teachers:**

- Create a proper subject line. For e.g. ‘Hi’ is not a subject, but ‘Science Test’ is.
- Start with a greeting. For example, “Dear Mr Crothers...” or “Hello Mr Crothers...”
- Keep it short and simple. State why you are emailing and don’t ramble.
- Don’t use ALL CAPS.
- Or too many exclamation points!!!!!!!!!!!!!!!!!
- Avoid being too personal or informal. No emoticons or xoxo!
- Sign with your correct name (not your nickname)
- Do not expect late night replies from your teachers.

**Emailing Other Students:**

- Keep the language clean.
- Remember that email is not private. Emails and their attachments can be forward to others.
- THINK before you send. Is it:
  - ✔️ Truthful?
  - ✔️ Helpful
  - ✔️ Inspiring?
  - ✔️ Necessary?
  - ✔️ Kind?
1. **Right click** on the **network connection icon** on the right side of the taskbar and select **Open Network and Sharing Center**

2. **Click Set up a new connection or network**

3. Select **Manually connect to a wireless network** and click **next**

   **Choose a connection option**

   - Connect to the Internet: Set up a broadband or dial-up connection to the Internet.
   - Set up a new network: Set up a new router or access point.
   - Manually connect to a wireless network: Connect to a hidden network or create a new wireless profile.
   - Connect to a workplace: Set up a dial-up or VPN connection to your workplace.
4. Enter the following information in the screen that follows:
   Network name: NCC-BYOD
   Security type: WPA2-Enterprise
   Encryption type: AES

   Leave the rest as standard, then click Next.

   Enter information for the wireless network you want to add

   Network name: NCC-BYOD
   Security type: WPA2-Enterprise
   Encryption type: AES
   Security Key: [Blank field] [Hide characters]

5. Click on Change connection settings.

   Manually connect to a wireless network

   Successfully added NCC-BYOD

   Change connection settings
   Open the connection properties so that I can change the settings.

6. Go to the Security tab. Click on the Settings button.

   NCC-BYOD Wireless Network Properties
   Connection | Security
   Security type: WPA2-Enterprise
   Encryption type: AES

   Choose a network authentication method:
   Microsoft: Protected EAP (PEAP) [Settings]
   [Remember my credentials for this connection each time I'm logged on]

   Advanced settings
7. Change its settings as follows:

8. Click Ok twice to get back to the NCC-BYOD Wireless Network Properties window, then click on Advanced settings
9. Check **specify authentication mode**, Change drop down box to **User Authentication**. Click **Save Credentials**

10. Enter your **Network credentials** as per your credentials sheet

   - Username:  
     - <network username>
   - Password:  
     - <network password>

After entering the user's credentials click **Ok**, then **Ok** again in the **NCC-BYOD Wireless Network Properties** window, then close.
You should then be able to connect to Nagle Wireless NCC-BYOD.

We will now install the certificate to allow internet access

I. Open your internet browser and when this page automatically loads Click Windows Certificate Installer

![Netbox Certificate Installation](image)

**Certificate not found**

To access the internet you need to install your organization's security certificate on your device.

Once the certificate has been installed you may continue to http://www.google.com.au/

**Windows**

Install the certificate by downloading the **Windows certificate installer**

Run BYODClient.exe from your Downloads folder. After the installer has finished, restart your computer to register the newly installed certificate.

II. Click Run

![Click 'Run'.](image)

III. Click Run again once the download is completed and "run anyway" if prompted on Windows 8.
IV. If prompted, force close browser and install will finish. Click OK

This box may or may not appear, if it does click "This program works correctly"

You should now be able to browse the internet. If you cannot connect or browse the internet please follow through the instructions again carefully. If you are still having problems the ICT staff are available for assistance.