



# CLAREMONT HIGH SCHOOL ACADEMY

July 2017

Dear Parent / Carer,

In order to better protect our IT systems we have taken the decision to stop the use of USB memory sticks by pupils from the start of next term. I am sure you will be aware of the increased threat from virus / malware / ransom-ware and consequently the need for more vigilance in our approach, therefore, a similar 'ban' will apply to staff later in the term.

Fortunately, as a school we have an excellent alternative solution that enables all pupils to safely store and transport files using Office 365 – this cloud based approach, while much safer than a USB. As with all IT, is not flawless and we would still recommend that pupils to make additional backups of important work both in and out of school. We know that the reliance on USB memory sticks has regularly led to work being lost as either the USB fails, or more likely it is lost or left behind. So overall we feel that using Office 365 is safer and more secure.

In order to support pupils, help will be available and Mr Wood has written a short guide to using Office 365 (see below) – we are aware than many of our pupils at Claremont are tech savvy and will readily adapt to this change while early timetabled Computing lessons will offer further advice and support.

Kind Regards

Mr C J Digby – Associate Deputy Headteacher



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# Using OneDrive to store documents

OneDrive is a cloud storage system. Documents are stored on an internet-based server and can be accessed from any computer. Using OneDrive means that files are secure and not on USB drives which can be lost, stolen or broken. This means that coursework documents, for example, are always secure. All students should now be using OneDrive to store their work.

## Accessing OneDrive

OneDrive can be accessed from any internet-enabled device by using this method.

### Web Login

- 1) Using any Internet browser (Chrome, Firefox, Safari, Internet Explorer or Edge) go to <https://login.microsoftonline.com/>.
- 2) Use your school email address and password to log in. Your school email address should look something like [firstname.surname@claremont-high.org.uk](mailto:firstname.surname@claremont-high.org.uk). Your password is the same as for the school computers.
- 3) When you log in, you will be taken to your email. Click the **tiles** button. This will be somewhere along the top row and looks like nine square dots.
- 4) Click the OneDrive tile.
- 5) To upload a file onto OneDrive, click Upload and choose a file from your computer.
- 6) To download a file, click the box next to the filename, then click "Download". You can edit the file directly by clicking its name

