



**RIPLEY VALLEY**  
State Secondary College

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# *LAPTOP INDUCTION*

- Parents and Students-

2023

# Accounts for parents set up/use @Ripley

## TUCKSHOP ACCOUNT



<http://www.mystudentaccount.com.au/>

All students need a 'My Student Account' set up to purchase at tuckshop.  
We do NOT accept cash at the tuckshop.  
Your account is attached to the barcode you have on your diary and your student card



<https://www.facebook.com/SSCRipleyValley>

## NEWSLETTERS



<https://ripleyvalleyssc.schoolzineplus.com/subscribe>

Our newsletters and online permission Forms are sent to you via email through Schoolzine. Register for your account using The address above to be notified via push Notifications when new communications Have been released.

## DAYMAP



<https://ripleyvalleyssc.eq.daymap.net/daymapconnect>

Keep track of your child's timetable, homework, assessments, academic results and absences using Daymap. You will also be required to use your Daymap account to book in parent teacher interviews.



<https://ripleyvalleyssc.eq.edu.au/>



**RIPLEY VALLEY**  
State Secondary College

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# *LAPTOP INDUCTION*

- **New Students –**

**2021**



# LAPTOP RULES

- 1** Restart your laptops every morning before you start class.
- 2** Do not ever share your password.
- 3** Do NOT touch other people's laptops at all.
- 4** You are not allowed to download any software to your computer without I.T. HOD and Parent permission
- 5** No Games or Social Media is allowed at school
- 6** All students should be saving work on their ONEDRIVE
- 7** Your laptop is required to be at school every day fully charged.
- 8** You are responsible for reporting any damages or faults to Tech Support during designated hours.

**Congrats on getting your laptop!**

It is a privilege for you to have access  
To a laptop for your school work. It is important  
That you follow the rules and look after your device.

Please remember that your laptop is to stay in it's  
Case unless you are using it, you are only allowed to use  
It at your desk in a classroom, and you are **NOT ALLOWED**  
To touch anyone else's device.

If you break the rules there are consequences including

- Detention
- Loss of access to your laptop / internet
- Suspension

# What is my username?

Your username is usually the first letter of your first letter  
Of your first name and the first 4 letters of your last name, with a  
number at the end.

**You will find it on the Name Label you were given with your  
laptop (like the example).**

You will need to learn your username as you will be using it A LOT. To  
help you, you can stick this label onto your laptop while you are  
learning.

**Angela Waugh  
7A**

**Username:** awaug24

**Password:**

**My Email address is:**

[awaug24@eq.edu.au](mailto:awaug24@eq.edu.au)

**Daymap password:** Ripley2021

**JACPLUS password:** Ripley2021

**STILE password:** Ripley2021

# Logging in and Setting up your password

Once your computer is turned on, click on CTRL + Alt + DEL key to login



# Set up your new password

## *IMPORTANT INFORMATION*

- This is the password you will use to access your computer, the schools internet and other school computers! You will be asked to change this every 2 month.
- It is important that your password remains PRIVATE. You are not allowed to tell any of your friends your password. The only people in the school you are allowed to tell your password to (if they ask) is Mrs Waugh and Mr Woods. They will only ask this if needed to help fix a computer issue.
- If you forget your password, you can ask your classroom teacher to change it for you. You can also come to the Tech Room to get it changed.

# Some password examples

## STEP 1

Use your favourite sport

Soccer

Football

Basketball

Netball

Or your favourite animal

Koalas

Puppies

KittyCat

Dolphin

Or a nickname that you get called

Pumpkin

Chicken

Squirt

MissyMoo

## STEP 2

Choose a Number that you will remember

The year you were born

The year it is now (2021)

## STEP 3

Choose a special character

A full stop ( . )

A explanation mark !!

A hash tag #

A Star \*

## STEP 4

Put it all together!

E.g. <Word> <Number> <Special Character>

# Pumpkin2021!

**WRITE YOUR PASSWORD DOWN SOMEWHERE SAFE**



# How to change your password on first login.

Once you login, your screen will look like this:



Enter your **username** here. You will find this on the label you have.

Enter the password **Ripley.2021**

Enter the password you would like twice. This has to be 6 letters with a capital letter, a Special character and a number. Your password cannot be your name.

For example:

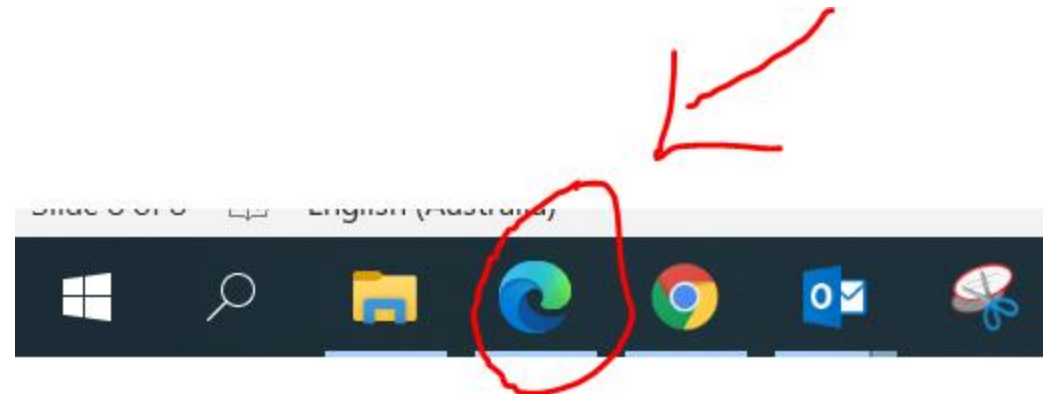
Soccer.2007

*(Favourite Sport, a full stop as my special character, and 2007 (the year you were born))*

# How Do I access everything I need?

Once you are logged in and everything loads, you can click on **Edge Chromium** and it will open a website with everything you will need for school.

On the bottom left of your computer screen on the task bar click on the ICON below:



It will open a page that looks like this.

This page includes all the links to all of the programs we use at school and lots of other information!!

Scroll through the Page to see what you can see.

<https://qedu.sharepoint.com/sites/A797/student>

The screenshot shows a web browser window displaying the 'RVSSC Student Page' on a SharePoint site. The address bar shows the URL <https://qedu.sharepoint.com/sites/A797/student>. The page header includes the 'SharePoint' logo and a search bar. Below the header is the 'RVSSC Student Page' title with the school logo and navigation options like 'New' and 'Page details'. The main content area is divided into three columns: 'Website Links' with buttons for Daymap, School Emails + OneDrive, JacarandaPLUS, and Stile; a central section with the school logo and the values 'Respect', 'Responsibility', and 'Perseverance'; and a 'Student Information' section with a heading, a question 'Who is my House HOD and House Coordinator?', a table of staff, and another question 'When are the Support Staff at School?'.

**Website Links**

- Daymap
- School Emails + OneDrive
- JacarandaPLUS
- Stile

**RIPLEY VALLEY State Secondary College**

**Respect  
Responsibility  
Perseverance**

**Student Information**

*Who is my House HOD and House Coordinator?*

House	House Coordinator	Head of Department	Deputy Principal
Blaine	Ms Jessica Starkey	Mrs Lorinda Stiles	Mr Ben Aloia
Flinders		Mrs Rhiannon Kemp	
Goolman	Mr James Dunn	Please see Mrs Prenzier	Mrs Emily Prenzier
Perry		Mrs Angela Waugh	

*When are the Support Staff at School?*

# LET'S LOOK AT THE PROGRAMS YOU WILL USE

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# ONEDRIVE & EMAILS

On the student page Click on School Emails + OneDrive

RVSSC Student Page - Home x +

https://qedu.sharepoint.com/sites/A797/student

Department of Education EQ Sites

SharePoint Search this site

RIPLEY VALLEY State Secondary College

RVSSC Student Page

★ Following 🏠 Share

+ New ⚙️ Page details Published 27/11/2020 ✎

### Website Links

- 🌐 Daymap
- 🌐 School Emails + OneDrive
- 🌐 JacarandaPLUS
- 🌐 Stile

**RIPLEY VALLEY**  
State Secondary College

Respect  
Responsibility  
Perseverance

### Student Information

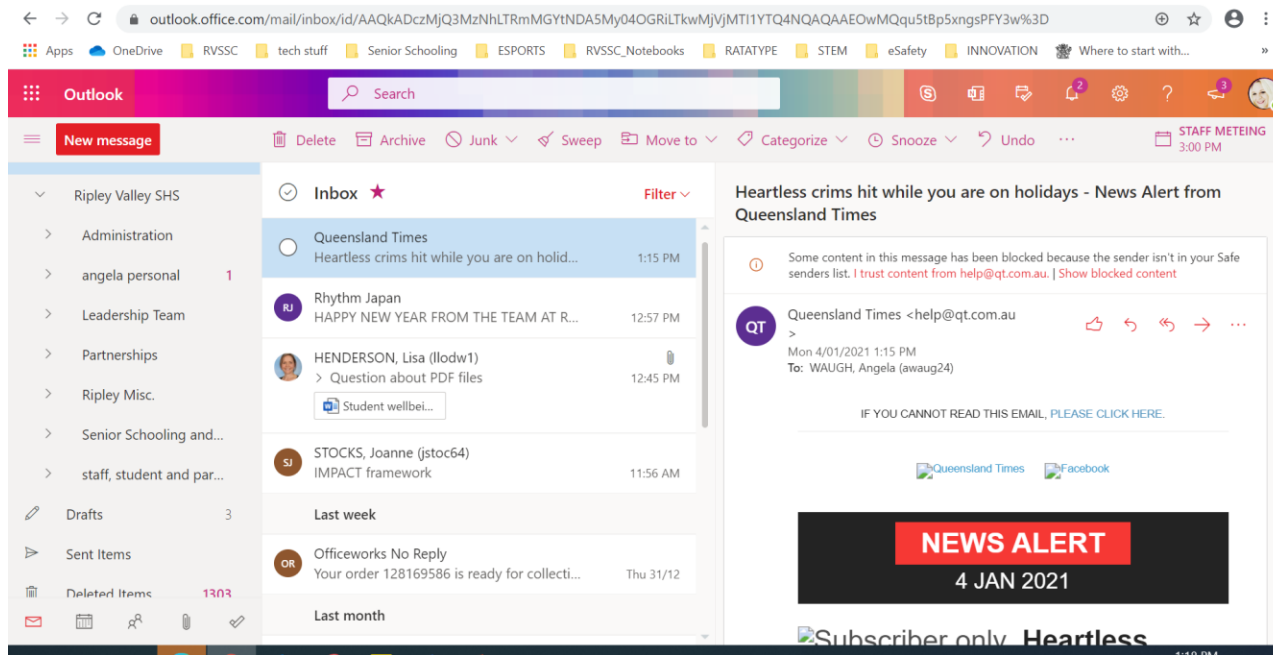
*Who is my House HOD and House Coordinator?*

House	House Coordinator	Head of Department	Deputy Principal
Blaine	Ms Jessica Starkey	Mrs Lorrinda Stiles	Mr Ben Aloia
Goodman	Mr James Dunn	Please see Mrs Prenzler	Mrs Emily Prenzler
Perry		Mrs Angela Waugh	

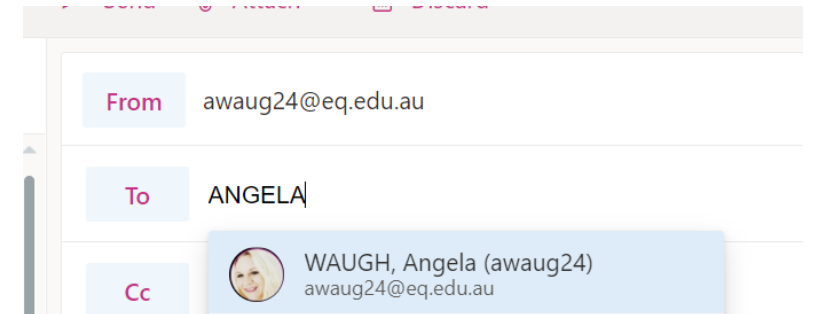
*When are the Support Staff at School?*

# Your Emails

Your emails will open. If you are new to EQ your emails will be blank. Or you may have a few emails already.



To create a new email you can Click on **NEW MESSAGE**. Once message opens in the TO field type the name of the person you would like to email and it should appear

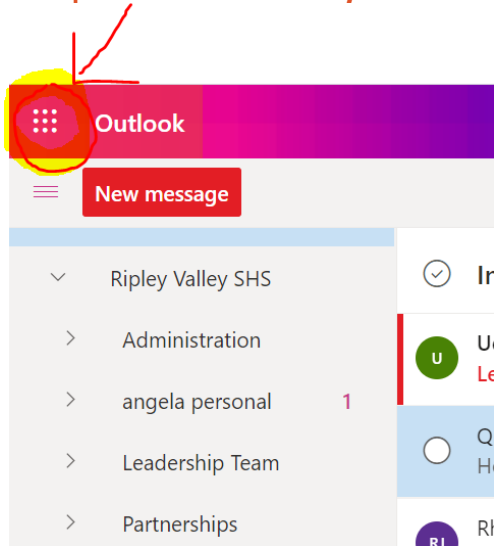


**It is important to check your emails each day to make sure teachers haven't emailed you anything important. DO NOT send emails to friends in class time without permission from teacher. Your school email account should only be used for School work.**

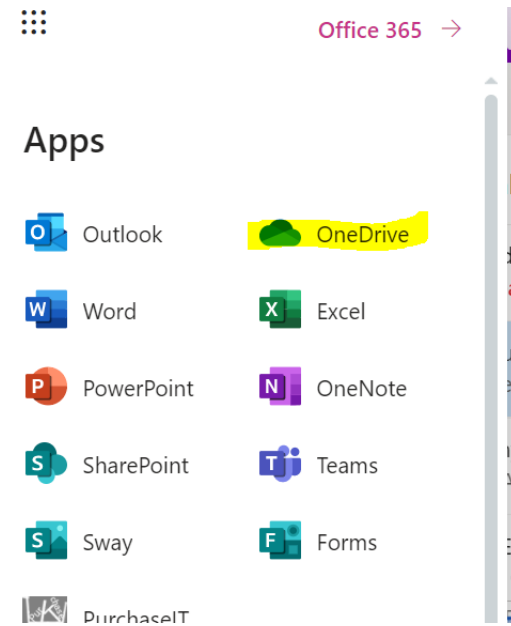
# OneDrive

When you are in your emails you can also access OneDrive. OneDrive is where you will save all of your school work.

1. To open OneDrive, click on the dots on the top of your screen



2. Then click on ONEDRIVE

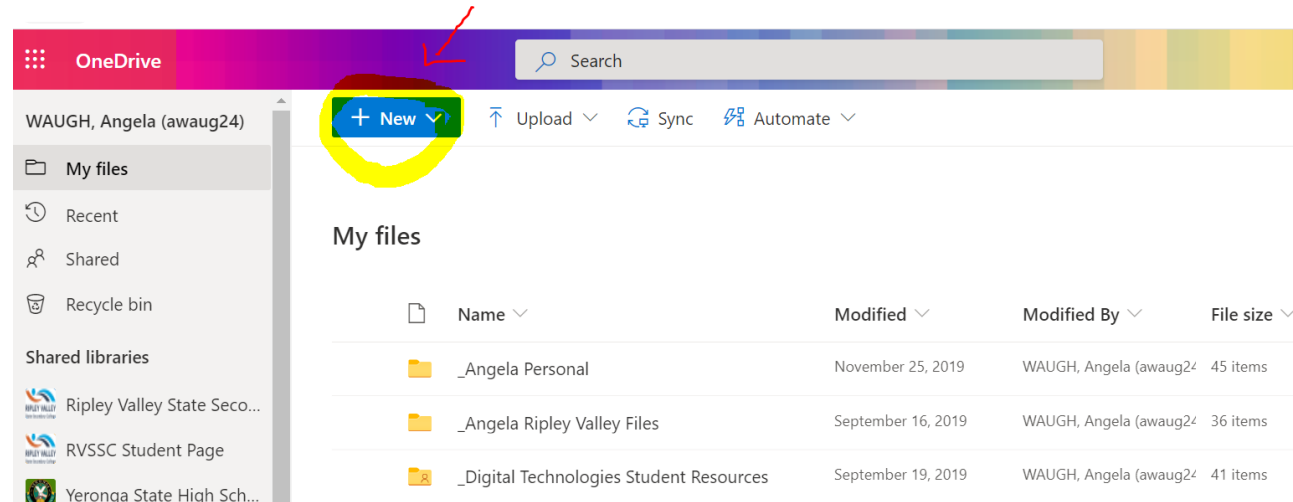


Your OneDrive is probably Empty.

As you begin your classes, and start saving your work it will all go here.

We save all of our work on OneDrive, because it means you can access all of your work from any other computer at home Or at school. So if your computer breaks, we can give you another one and you will not lose any of your work.

You can organise your files in Folders. **To create a new Folder Click on NEW**



! Homework: Watch Mrs Waugh's video on how to set up your OneDrive Folders [HERE](#)




# DAYMAP

On the student page Click on Daymap





SharePoint

laptop rules


 **RVSSC Student Page**

+ New ▾ ⚙ Page details

### Website Links

-  [Daymap](#)
-  [School Emails + OneDrive](#)
-  [JacarandaPLUS](#)
-  [Stile](#)

<https://owa.eq.edu.au>



**RIPLEY VALLEY**  
State Secondary College

**Respect**  
**Responsibility**  
**Perseverance**

### Students

*Who is my House Coordinator?*

House	Coordinator
Blaine	N
Stirling	
Goodman	
Perry	

*When are the*

### Staff Member

Daymap is where you will find your timetable, assessment information, class resources etc. You will use this all day Every day.

Daymap utilises single sign on (SSO) which means that it uses your current EQ and Microsoft account to sign you in (no need to remember a new password).

In most cases, when you are on the school network and click on the Daymap tile in SharePoint, you will be directed and logged in to Daymap automatically.

If needed to log in, enter your username (this will need to be your full email address and password).



Ripley Valley State Secondary Colleg

Username : awaug24

Password : .....


[Forgot your password?](#)  
[Can't access your account?](#)

Remember Me

Sign In

Your daymap will open and should look similar to this.

Day Plan Classes Assessment Communications Find Attendance Reports Calendars Tools Help



### Timetable

Week 10; 6 Dec




Mon 6/12	Tue 7/12	Wed 8/12	Thu 9/12	Fri 10/12
Access				
Period 1				
Period 2				
Period 3				
Period 4				

### Alerts

Current Tasks

No current tasks

### Messages

-  **School Notices**  
School Leaders - : back
-  **School**  
Roll not marked for  
4/12/2020 11:45:00
-  **School**  
Roll not marked for  
3/12/2020 1:35:00  
ARoll not marked  
3/12/2020 1:35:00

### My Diary Notes

# STILE

1. Go to the Stile website (<https://stileapp.com/login>)
2. In order to use your school username and password, click on Sign in with Microsoft
3. Enter your school username and password when prompted
4. Your teachers will add you to the subject classes you need within Stile.

Stile

HOW CAN WE PREVENT PLASTIC FROM HARMING MARINE LIFE?  
In our ecosystems unit we explore the issue of plastic pollution and properties of plastic. This image was taken to demonstrate one of the properties of plastic.

Learn more

Log in

Your school email address

Continue

or

Join a class with an invite code

Sign in with Microsoft

Sign in with Clever

Shop Contact What's new Server status About Privacy

Want to learn more about how to use  
STILE? [Click HERE](#)