NBCS IT Fact Sheet

NBCS Policy: Social Networking sites, digital media and cyber bullying

It is a condition of enrolment or continued enrolment at NBCS that students adhere to the following boundaries:

A Students must demonstrate respect to others and their school

Students must not make any comment on social networking sites (whether the profile or user-generated content is identifiably theirs or belonging to someone else) or any other digital media including email that:

1. Targets any NBCS student or NBCS staff with perceived negative intent, or
2. Undermines the name and/or good work of the school, and
3. Harassment, hate speech and inappropriate content should be reported.

B Students must respect the privacy of individuals associated with NBCS

Students who create, maintain or use social networking sites must ensure that no comment or content placed on that site by themselves or others:

1. identifies other students or staff as being from NBCS
2. reveals or publishes conversations that have occurred with NBCS staff

C Students must respect the name of the school

Students who create, maintain or use social networking sites must ensure that no comment or content (including photos) placed on that site by themselves or others:

1. could potentially damage the reputation of the school, its staff or students or
2. uses language that is deemed inappropriate by the school or wider community

D Students are responsible for social networking sites or any other digital media that they create and/or maintain

Students who create, maintain or use social networking sites must ensure that no comment or content (including photos) placed on that site by themselves or others in any way:

1. Targets any NBCS student or NBCS staff with perceived negative intent, or
2. Undermines the good work of the school, or
3. In any way links NBCS students, NBCS staff or the school itself to actions that the school would not support or condone (e.g. under-age or binge drinking; sexual activity; bullying; illicit drug use; language deemed to be inappropriate)
4. Provides a link through to another person or content where published material contravenes the parameters of this policy
Using A Personally Owned Digital Device at NBCS
to Access the Internet via the NBCS Wireless Network

Different computers and devices have different ways to set up access to a Wifi network, so the following are some general guidelines to assist you accessing the Internet / NBCS WiFi Network. If you require specific assistance your teacher or the IT staff will be be able to assist you.

- Ensure that Wifi has been switched on on your computer / device.
- View which wireless networks are available and then connect your computer/device to the “Student Public” wireless network.
- After connecting to “Student Public” you should open a web browser (eg Firefox, Internet Explorer, Safari etc). A login page should appear.
- Type in your NBCS username and Password.
- Upon authentication you should be able to use your computer / device to access the Internet.
- Files can be stored “in the cloud” (see Email Account IT Fact Sheet)
Your NBCS Email Account

Your NBCS Email Account is a service made available for emails related to your school work. Innappropriate use of your email account eg spamming, bullying or the sending of inappropriate text or images may result in your email account being suspended or closed. Your NBCS Email Account is hosted by Google’s Gmail, which gives you access to other Gmail features eg Google Docs to store files that you can access anywhere in the world.

- Your email address is your username followed by @student.nbcs.nsw.edu.au
  eg 15ab@student.nbcs.nsw.edu.au
- To access your email go to http://portal.nbcs.nsw.edu.au and click on the “Student Email Button.”
- Login using your usual school username and password. You will see that you also have access to Google Docs where you can create and upload files for storage.
  If you are accessing Gmail directly from the Gmail login page – your username is your email address.
- Click on the email link.
- Some devices eg iPads can be easily set up so that you are able to use the email software on the device to access your school email account.
Printing from a non NBCS owned Computer / Devices
(Excluding iOS devices eg iPads though this will work soon!)

You can now print to several locations across the campus from your personal laptop. Open up your web browser and click the ‘Web printing’ link on the NBCS Portal page

- Log in with your regular NBCS username and password.

- From the menu bar on the side of the page select ‘Web Print’.
• Click ‘Submit a Job’ on the page that appears and select the printer you wish the job to be sent to.

• Enter the number of copies of the job (maximum of 5) you wish to print.
NBCS IT Fact Sheet

• Browse and upload the file you wish to print:

  Web Print

  Select a document to upload and print
  
  The following file formats are allowed:

<table>
<thead>
<tr>
<th>Application / File Type</th>
<th>File Extension(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Excel</td>
<td>xlam, xls, xlsb, xlsx, xltm, xltx</td>
</tr>
<tr>
<td>Microsoft Office PowerPoint</td>
<td>pot, potm, potx, ppam, pps, ppsm, ppnx, ppt, pptm, pptx</td>
</tr>
<tr>
<td>Microsoft Office Word</td>
<td>doc, docm, docx, dot, dotm, dotx</td>
</tr>
<tr>
<td>Microsoft XPS</td>
<td>xps</td>
</tr>
<tr>
<td>PDF</td>
<td>pdf</td>
</tr>
</tbody>
</table>

  « 2. Print Options  
  
  Upload & Complete »

• Click ‘Upload & Complete’ and your job will be sent to the specified printer. Check the following screen for the status of the job to ensure that it completed successfully.

YOU CAN PRINT DOCUMENTS OF ANY OF THE FOLLOWING FORMATS USING WEB PRINT

<table>
<thead>
<tr>
<th>Application / File Type</th>
<th>File Extension(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Excel</td>
<td>xlam, xls, xlsb, xlsx, xltm, xltx</td>
</tr>
<tr>
<td>Microsoft Office PowerPoint</td>
<td>pot, potm, potx, ppam, pps, ppsm, ppnx, ppt, pptm, pptx</td>
</tr>
<tr>
<td>Microsoft Office Word</td>
<td>doc, docm, docx, dot, dotm, dotx</td>
</tr>
<tr>
<td>Microsoft XPS</td>
<td>xps</td>
</tr>
<tr>
<td>PDF</td>
<td>pdf</td>
</tr>
</tbody>
</table>