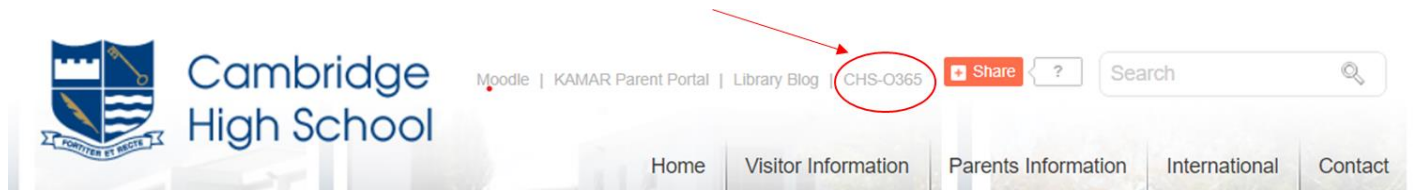




Cambridge High School provides an open, collaborative, and connected learning environment for our school community. We are a BYOD (Bring your own device) school throughout all year levels and use a blended e-learning approach for the teaching and learning in our classes. Teaching staff and students can utilise a Microsoft Office365 suite of apps for communication, providing and accessing resources, producing class work, and completing assessment tasks.

The first port of call to access the O365 digital environment should be Cambridge High School's website [click here for CHS website](#). This also has the links to our other digital environments.



## KAMAR Parent Portal

This is where parents can log on to KAMAR. [see above]

KAMAR is the school's data management storage system. For example, this is where teachers mark their roll, record all assessment results, and put in daily notices.

When parents login, they will be able to see the information for their child. This will include assessment data, a track of their attendance, fees owing, and their school reports. Senior students will be able to see their credit summary and this will help them keep track as they work towards NCEA levels and subject and year endorsements.

All parents should have a password that was sent to them via email and through a letter. The username is your child's firstnamelastname ie: susansmith.

## CHS – O365 [Microsoft Office 365]

This is where students log on to the virtual learning environment at Cambridge High School, that is powered by Office 365 and Microsoft's TEAMS.

Year 9 students at the start of the year, and new students to CHS during the year, will take part in a BYOD induction programme that installs the O365 apps onto their device, and explains their use.

Students logon with their school email address and their school given password. All enrolled Cambridge High School students should have a valid email address with firstnamelastname@camhigh.school.nz as their address (ie [susansmith@camhigh.school.nz](mailto:susansmith@camhigh.school.nz) ). This email address should be used only for learning purposes. Please ensure this email is not being used as a login for sites and databases not connected with school and classroom learning activities.

Each student will be enrolled in a TEAM, a digital group, for each class they attend. A TEAM is a 'space' where teachers share resources, students can submit digital work, and communication occurs. Many teachers have also created digital class notebooks [OneNote] linked to the TEAM – this is where students can work together in a

collaboration space for the class and individually in their own space only shared with the teacher. Students should be encouraged to login regularly, with an expectation that devices will be needed for all classes.

## Homework

Teachers publish homework digitally on a regular basis. Homework is published on each teacher's TEAM or class OneNote and can be accessed from any computer with Internet access. It is the student's responsibility to access homework information. Those students who do not have access to the Internet need to make this known to their teachers so that homework instructions can be given in class.

## Wi-Fi Access

All students are able to login to the school's wifi with tablets and laptops. When logging on students should use their username which is their firstnamelastname ie: susansmith and their school given password. (This password is the same as their Office 365 login and the password when going onto the network through a school computer). All Students operate under a BYOD system and are required to bring a device to school and this will be playing an integral role in their learning programme.

It is important for all students and parents to understand the cyber safety agreement which has been recently signed by all of our students and their caregivers. A copy of this is also found on the school's front page of the website.

## Other digital learning platforms.

Some students have also been enrolled by the school into additional online learning platforms. These include EducationPerfect for many core subjects and Write that Essay for Year 9 students. Students will be given their own login and password for these sites.

## Staff emails

All teachers regularly check their emails. Teachers could be in class or not locatable when phoning so a short email requesting a call with a time and number to do this is sometimes the most effective way of contacting staff. Staff emails can be found on the contact page from the school's website.

## Student issues with O365 or Devices

When a student is having connectivity issues, difficulty accessing a device, or general BYOD issues that their classroom teacher is unable to resolve: could parents please complete the digital form <http://tinyurl.com/BYODCHS> and the student will be promptly contacted by the BYOD co-ordinator (Mrs Sarah Gaze) during school hours to investigate the issue further.

Please do not hesitate to contact me [gz@camhigh.school.nz](mailto:gz@camhigh.school.nz) if you would like any further information.

Sarah Gaze

BYOD Co-ordinator