



Kings Langley
SECONDARY SCHOOL

WELCOME

Home Learning at Kings Langley School

Introduction to Online Homework &
Online Safety for parents/carers



Free Microsoft 365 account

Your username and password will always be given to you by your computer science teacher. They will give you a temporary password which will ask you to change it when you first log in.

Username: [year of entry-surname-first initial@kls.herts.sch.uk]
e.g 24bloggsj@kls.herts.sch.uk

Password: Do not share this with anyone except parents/carers.

Use a minimum of 8 letters and use one special character.



Online Homework



Maths watch – This is the digital platform we are using across the school for Maths homework.



Seneca - Is used by a variety of subjects across the school.



Bedrock – Is the homework platform for English.

All these platforms will be set as homework in MS Teams as your other subjects.



Single Sign on

What is a single sign on (SSO)?

This is where you only need one username and password for many different platforms, rather than having to remember lots of different ones.



These platforms use SSO. You will need to be logged into Microsoft first for them to work if you are working at home.





Single Sign on

Click here



Sign In

Username

[View Demo](#)

[Sign In](#)

Or sign in with...



MyLogin



Google



Microsoft



Single Sign on



Click here



Welcome to Bedrock Learning

Please enter your Bedrock username.

Please enter your Bedrock password.

Username

Password

Sign in

[Forgotten your password? \(Staff & Guardians\)](#)

Or log in with...



Office 365



Google





Single Sign on



Click here

Login
Welcome back

 Continue with Google

 Continue with Microsoft

OR

Email

Password

[Forgot your password?](#)

Login with email

Don't have an account? [Sign up](#)



Off Site
Search for Kings
Langley School website

Accessing Teams

Click on the Key links and
then Microsoft Teams



Kings Langley
SECONDARY SCHOOL

[HOME](#) [ABOUT US](#) [CURRICULUM](#) [PERSONAL DEVELOPMENT](#) [SEND](#) [WELLBEING](#) [PARENTS](#) [SIXTH FORM](#)

**UNLOCKING
POTENTIAL FOR LIFE**

[DISCOVER MORE](#)

[ACTIVE LEARN](#)
[AMAZON](#)
[BEDROCK LEARNING](#)
[CEOP - CHILD
EXPLOITATION AND ONLINE
PROTECTION](#)
[LANGUAGE NUT](#)
[LEXIA POWERUP](#)
[MATHSWATCH](#)
[MICROSOFT TEAMS](#)
[OFSTED](#)
[PARENT VIEW](#)
[PARENTS EVENING
BOOKING SYSTEM](#)
[THIS IS LANGUAGE](#)
[TOOLED UP](#)

KEY LINK

Click on Chrome/
Edge/ Safari



1. Type in your 'username'
@kls.herts.sch.uk
2. Then, your password you log in with.

Microsoft | Teams Products ▾ Features ▾ Pricing Industries ▾ Resources ▾ Support

Download Teams

Sign in

Switch to the new Microsoft Teams today to scale your business and achieve more together. [Learn more >](#)

The new Microsoft Teams is now generally available

Collaborate more effectively with a faster, simpler, and smarter Teams.



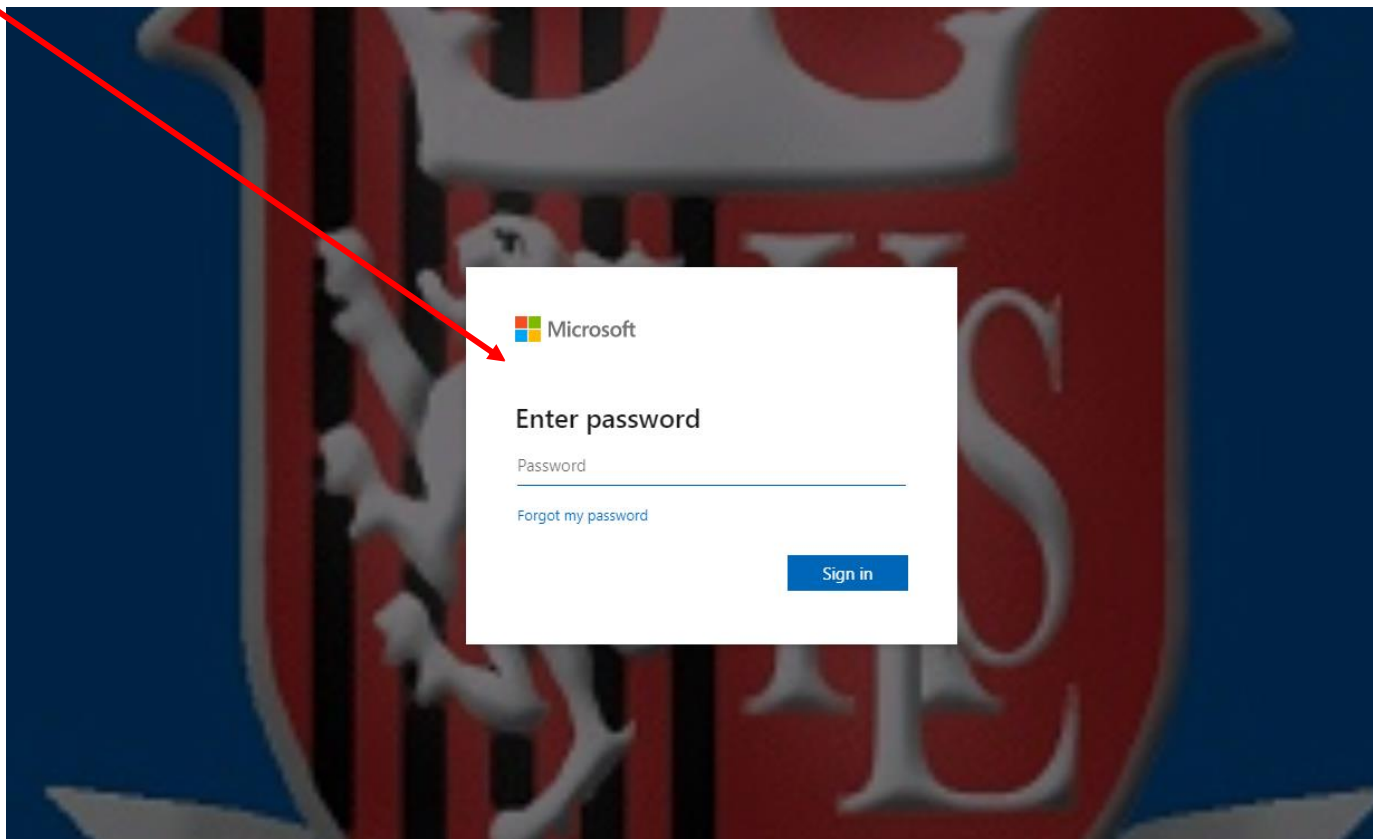


Enter your school username (email address e.g `bloggsj19@kls.herts.sch.uk`)

Enter your password

(If students have forgotten their passwords, they will need to ask their tutor to request one from the IT Services Team.)

Click on the log in window

















Click on the Teams icon to open up your Team Dashboard. Find your Registration Form Team.

Teams

Activity 8 Chat Teams Assignments Calendar Calls Files Apps

Join or create team

Your teams

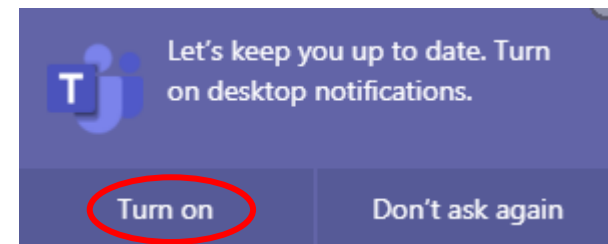
 PHS-2020-7e-Music	 PHS-2020-7cd-Cs2 ICT Mrs Harris	 HoDs	 PHS-2020-8c-ICT Mrs Harris
 PHS-2020-7c-Music	 PHS-2020-8c Music	 PHS-2020-7ab-Cs3 ICT Mrs Harris	 PHS-2020-13LA Tutor Time
 ...	 ...	 ...	 ...



All assignments that have been set by your teachers will appear as below on Teams.

The screenshot shows the Microsoft Teams interface. On the left-hand navigation bar, the 'Assignments' icon is circled in red. A red arrow points from the text 'All assignments that have been set by your teachers will appear as below on Teams.' to this icon. The main area of the interface shows the 'Upcoming' tab selected, displaying a list of assignments. The first assignment is 'Year 7 Vocalise End of Topic Quiz' by PHS-2019-7a-Mu, due on November 22, 2019, at 11:59 PM. Below it are two more 'Year 7 Vocalise End of Topic Quiz' assignments by PHS-2019-7d-Mu and PHS-2019-7c-Mu, also due on November 22, 2019, at 11:59 PM. The next assignment is 'Year 8 Film Music Quiz' by PHS-2019-8i-Mu, due on November 26, 2019, at 11:59 PM. The final two assignments are 'Mary's diary writing task' and 'Elliot's diary entry writing task', both by PHS-2019-7f-en-Rg, due on December 2, 2019, at 11:59 PM and December 6, 2019, at 11:59 PM respectively. A red arrow also points from the text 'Teams will ask you if you would like to turn on the notifications on your computer or device. This is to notify you of any assignments set by your teacher.' to the 'Turn on' button in the notification banner above.

Assignment Title	Teacher	Due Date
Year 7 Vocalise End of Topic Quiz	PHS-2019-7a-Mu	Due November 22, 2019 11:59 PM
Year 7 Vocalise End of Topic Quiz	PHS-2019-7d-Mu	Due November 22, 2019 11:59 PM
Year 7 Vocalise End of Topic Quiz	PHS-2019-7c-Mu	Due November 22, 2019 11:59 PM
Year 8 Film Music Quiz	PHS-2019-8i-Mu	Due November 26, 2019 11:59 PM
Mary's diary writing task	PHS-2019-7f-en-Rg	Due December 2, 2019 11:59 PM
Elliot's diary entry writing task	PHS-2019-7h-hi-Rg	Due December 6, 2019 11:59 PM



Teams will ask you if you would like to turn on the notifications on your computer or device. This is to notify you of any assignments set by your teacher.



Follow the teacher instructions on the assignment. You may be asked to complete work on a document attached (as below) or to upload a new document with the work completed.

When you have completed the work. Click on the purple 'Turn in' button to submit it to your teacher for marking and feedback.

The screenshot shows the Microsoft Teams web interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, Files, and Assignments. The main area displays the '1B PE > General' channel. Under the 'Assignments' tab, there is an assignment titled 'Activity Log #2'. The assignment details include a due date of 'Thu Sep 27, 2018 at 11:59 PM' and 'No Points'. Under 'Reference materials', there is a link to 'Activity Log Instructions.docx'. Under 'My work', there is a link to 'Activity Log - MiTeams.docx' which is circled in red. To the right of the assignment details, there is a 'Turn in' button, also circled in red. A red arrow points from the 'Turn in' button to the text 'When you have completed the work...' and another red arrow points from the 'Turn in' button to the text 'Click on the purple 'Turn in' button...'. A third red arrow points from the 'Activity Log - MiTeams.docx' link to the text 'Open attached Word file. It will open in Word. Fill it out. There is no need to save to your computer. When complete, return to Teams and click the "Turn in" button.'

Microsoft Teams

Search or type a command

1B PE > General ...

Conversations Files Class Notebook Assignments

Activity Log #2

Due Date
Thu Sep 27, 2018 at 11:59 PM

Points
No Points

Instructions
None

Reference materials

Activity Log Instructions.docx

My work

Activity Log - MiTeams.docx

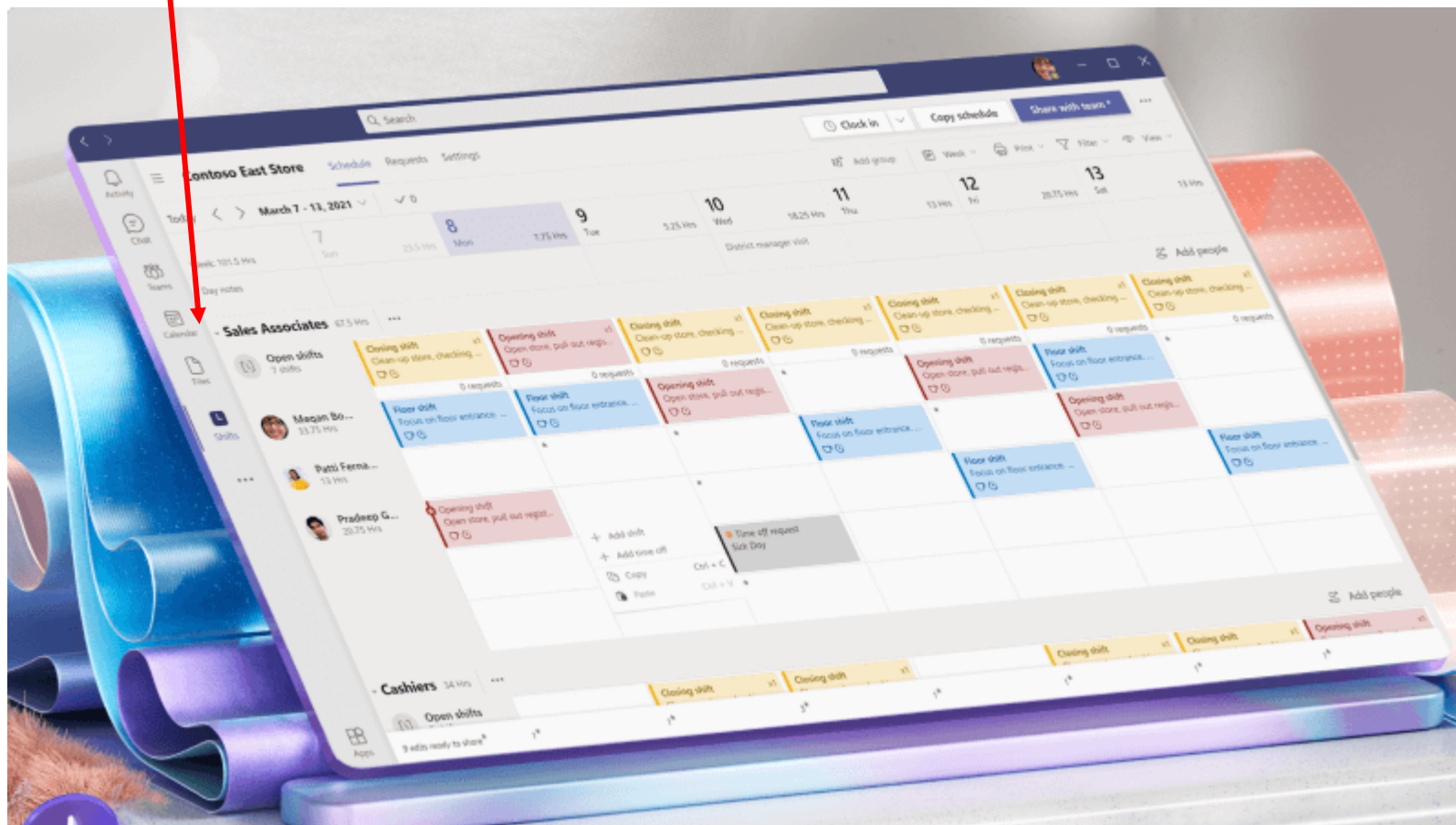
+ Add work

Turn in



Digital Timetable on Teams

Click on the calendar icon in Teams and you will find your weekly timetable.





Using the Teams App

Can I use the Teams App on my device and the Web App on my internet browser?



We do advise where possible that students have a computer or tablet device to complete homework on. As these will give them digital skills for life and school.





Kings Langley School App Toolkit

Please download the following Apps onto your home device.

Alternatively use in your browser account.



Microsoft Teams – complete home learning assignments and quizzes



Microsoft Outlook – communicate with teachers and peers through school. Receive notifications of home learning assignments



Microsoft SharePoint – access documents, lesson content.



How to email a member of staff

Subject Line

Your subject line should be a short summary of your email (2-6 words maximum)

e.g Late work
Missing homework

Why?

Tell the member of staff why you are emailing them. Include details.

e.g I am emailing because...
Can you please help me with...

Say hello

Just like you would in person, say 'hello' first

e.g Good morning, Mrs. Butt
Bonjour, Mr. Burgin

End your Email

Close your email with a simple and polite goodbye.

e.g Thank you for your help.
Have a nice day.

Include your name and form

e.g Tom Smith, 9G

To: butts@kls.herts.sch.uk

Subject: Bedrock help



Good morning,
The single sign on for Bedrock does not seem to be working on my laptop tonight. It has been fine since September. Please may you help with this?

Thank you so much.















Tom Smith- 9G



IOS and Android



Please download the following Apps onto your home device. Alternatively use in your browser account.

I want to...	 IOS App	 IOS Link	 Android App	 Android Link
Access my files	One Drive 	https://apps.apple.com/gb/app/microsoft-onedrive/id477537958	One Drive 	https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_GB
Access the web	Chrome 	https://apps.apple.com/gb/app/google-chrome/id535886823	Chrome 	https://play.google.com/store/apps/details?id=com.android.chrome&hl=en_GB
Write a document	Word App 	https://apps.apple.com/gb/app/microsoft-word/id586447913	Word App 	https://play.google.com/store/apps/details?id=com.microsoft.office.word&hl=en_GB
Review assignments and hand in work Collaborate with others	Teams App 	https://apps.apple.com/gb/app/microsoft-teams/id1113153706	Teams App 	https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB
Create a presentation	Powerpoint App 	https://apps.apple.com/gb/app/microsoft-powerpoint/id586449534	Powerpoint App 	https://play.google.com/store/apps/details?id=com.microsoft.office.powerpoint&hl=en



Kings Langley
SECONDARY SCHOOL

WELCOME

Staying Safe Online

Online Safety


NSPCC


 UK Safer Internet Centre


<https://saferinternet.org.uk>


Setting up parental controls on:


Home broadband and WiFi 

Games consoles 

Mobiles, tablets and computers 

Apps and online services 

Search engines 

WiFi and being away from home 



<https://www.nspcc.org.uk/keeping-children-safe/online-safety/parental-controls/>



Kings Langley School
Unlocking Potential for Life



Risks and Dangers of social media

**Socialising safely
online** +

**Fake news and
misinformation** +

**Excessive screen
time** +

**Adult-rated
platforms & apps** +

**Privacy/data
concerns** +

Scams/hacking +

Online spending +

Cyberbullying/Trolling +

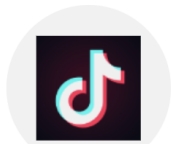
**Sending/receiving
nudes** +





What is the legal age for using these Apps?

13 year olds and upwards



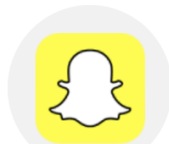
TikTok



Instagram



Facebook



Snapchat



Twitter



YouTube



Houseparty



Kik



Bebo



YouNow



Habbo



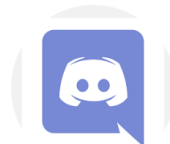
Reddit



Yubo



Whisper



Discord



Twitch



Omegle



AskFm

What is the legal age for using these Apps?

16 year olds and upwards



WhatsApp



LinkedIn



Flickr



Vimeo



MySpace



Periscope



Tumblr

What should we do if we read something upsetting online?

Signposting for children and young people

Child Exploitation and Online Protection (CEOP) helps any child or young person under the age of 18 who is being pressured, forced or tricked into taking part in sexual activity of any kind. This can be something that has taken place either online or in 'the real world', or both. The CEOP Safety Centre has clear information and advice on what can be reported to CEOP, the reporting process and what will happen if you do decide to make a report.



If you are experiencing online bullying or something else online has worried you please speak to an adult you trust, or you can talk to Childline at any time on 0800 1111 or via their [website](#).

- Block
- Report
- Speak face to face - explain why you are upset
- Calmly explain why you disagree but refrain from getting sucked into an online argument
- Ignore it?
- Tell someone if it has affected you negatively



MS Teams – Top tips

1. Students should visit the ICT office at break or lunchtime if they need their password reset.
2. They will write these in their planner.
3. Keep a record of your child's log in details at home.
4. You can log into MS teams as your child and view all assignments and homework set.
5. Email digest every Sunday sent to you with a summary of assignments for the week.

<https://www.kls.herts.sch.uk/student-wellbeing/homework/>



SIGN UP NOW

**Evidence-based,
up to date
parenting support**

Did you know...?

Kings Langley Secondary School has teamed up with Tooled Up to deliver support to you and your family.



Scan the QR code to set up your account.

PIN: KLS2203

