



## A Student's Microsoft365 Account

This one account is used for email, Teams, OneDrive and any platform available through Microsoft365.

For information on the school login details please turn to page 12 in their school planner. On this page they should have written down their school username and password. A reminder that the school username formats to the following format:

The year they joined the school + first 3 letters of their first name + first 3 letters of their surname

For example, a student called Lewis Hamilton who joined year 7 in September 2020 would have the following username: 20lewham

All students have an accompanying password. They will have created their own password which they should remember; they may have chosen to write it down, also on page 12 in the planner. As a reminder for the student, it is the password that they use to access desktop computers in school.

### **Page 12 of the planner**

**PERSONAL ICT INFORMATION**

To log on to the school computers you will need to remember your school username:

My school Username is: \_\_\_\_\_

Your Username is based on the year you started, the 1st three letters of your First Name and the 1st three letters of your Surname.

e.g. The year you started school: 2020

Full Name: Jane Bloggs

Username will be 20janblo

To log on to the internet you will need to remember the following username:

My email address is: \_\_\_\_\_

**IMPORTANT**

Your Internet password should not be shared with anyone. If you suspect someone knows then go to the IT Support Department to have your password changed.

To access the school website please use the following address:  
<http://www.bcweb.org.uk>

To access your school E-mail please use the following address:  
<http://mail.office365.com>

**ICT VISION STATEMENT**

Our vision for ICT focuses on supporting and enhancing the aims of the school and the Every Child Matters agenda, including the introduction of innovative practices to transform the education of our students - by personalising the learning experience; creating a flexible learning environment; supporting all staff through professional development and by providing tools for collaboration, management and administration; and by enabling secure and reliable communications between the school and parents, other schools, the local authority and children's service.

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A student's school email address is their school username followed by @bishopchalloner.bham.sch.uk. Using the example of Lewis Hamilton earlier, the email address for this student would be:

20lewham@bishopchalloner.bham.sch.uk