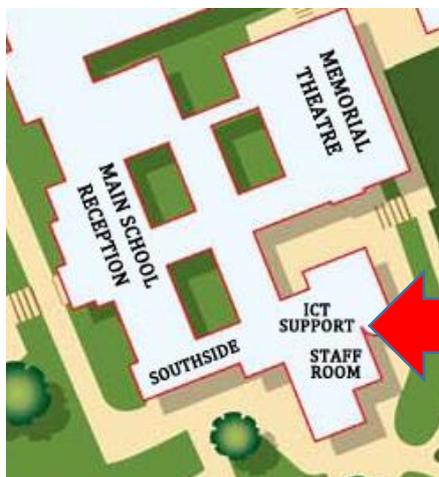




The Royal High School Bath

BYOD help guide

This help guide provides information to help users and personal devices connect to our network and use the services that we have on offer.



If you have any questions please contact ICT Support via servicedesk@rhsb.gdst.net, or speak to one of the team in the ICT Support office, which is located just before the Senior School staff room.

User account protection on your device

It is essential that you have a password or pin code set on the device that you bring into school. It is very important to keep your data secure in case your device is lost or stolen.

School email address / computer login details

To access the majority of our services you will need to sign in with your school email address / computer account, for new students your Tutor will have this information for you. If you do not know your login details or need help logging in, please contact or visit the ICT Support team.

Changing your school account password

We have an online system called [Foldr - https://rhsbfolder.gdst.net/](https://rhsbfolder.gdst.net/) - which is primarily used to access documents saved on the school's onsite File Server. However Foldr also has a system which allows users to change their school account passwords online, please visit the Firefly BYOD section to view the help guide on how to do this. If you cannot log in with your account at all or have forgotten your password, please visit ICT Support.

WiFi

Personal devices connect to the school network via the GDST-Guests WiFi, you will see this on your list of nearby WiFi connections. When you select GDST-Guests you will be taken to the GDST login screen in your default web browser, on certain devices you may have to open your web browser and refresh or load a website for this to appear. You will then see the screen below, enter your school computer username / email address and password then select **Login**.

If your device connects to the GDST-Guests WiFi but does not present the login page, please go to <http://guest-portal.gdst.net/> in your internet browser to force the GDST login page to appear.

GDST Guest Wireless Login

Username:
 Password:



If you have any difficulty accessing the school WiFi, please contact ICT Support.

The GDST-Guests WiFi connection does not remember your login details indefinitely, you will periodically need to re-enter your details to reconnect.

ICT Acceptable Use Agreement - NetConsent

Once you are on the GDST-Guests WiFi, please go to <https://netconsent.gdst.net/> and sign in with your school email address and password. Here you will be prompted to read and accept the school's ICT Acceptable Use Agreement. Part of this agreement sets out the rules and boundaries of using school IT equipment and services, such as behaviour and expectations when using the school WiFi. Acceptance of this agreement will be routinely checked.

Login

Username

Password

Remember this Username

Firefly

Firefly is an online platform where homework is assigned, information about the school and yourself is available, in addition to links to other services that we use as a school. Firefly is accessed via <https://royalhighbath.fireflycloud.net/>

We recommend that you set Firefly either as your internet browser's homepage or as a bookmark or favourite, so you can easily access it on a regular basis.

The Royal High School, Bath

Login using your e-mail address or username

Cloud Users

[Forgotten your password?](#)

Logging in for the first time? Activate your account.

Or log in with



On a school device, Firefly automatically logs users in, on your own device you will initially receive the login page to the left. Please select the **Office 365** option on the right hand side and enter your email address and password in the page that follows.

If you have any difficulty accessing Firefly, please contact ICT Support.

Accessing your files

We highly recommend the use of Microsoft OneDrive for Business for saving your files. This is an online system, ensuring that your files are backed up and available on any device. OneDrive for Business is accessed via your school email account at <https://email.gdst.net/>

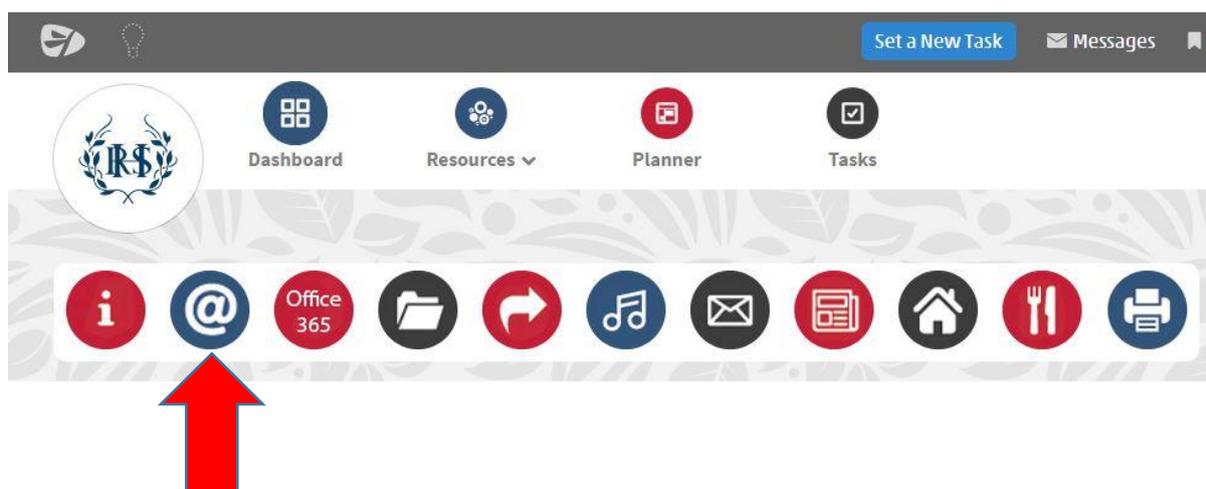
To access your school documents and shared drives on your own device we have a system called Foldr. You can access Foldr at <https://rhsbfolder.gdst.net/>, logging in with your school email address and password.

Foldr also has Android and iOS Apps so you can easily access school files on your phones and tablets. Similarly, OneDrive for Business has Apps for both Android and iOS.

If you save documents directly to your device and do not back them up, you are running the risk of losing your files should your device fail or generate a fault.

Email

We use Microsoft Office 365 as our email provider. Teachers and other members of staff use email as a way of sending students useful information and resources. You can log into your email account via <https://email.gdst.net/> or by clicking on the @ email icon on your Firefly dashboard.



Installing Microsoft Office for free on your own laptop

Every student can install Microsoft Office for free onto their own device, for both Windows and macOS. The licence for your installation of Office is valid for as long as you are here at The Royal High School, after which your copy of Office will no longer allow you to create or edit documents.

Please visit the BYOD section on Firefly (Resources > Senior (Non Academic) > BYOD – Bring Your Own Device > Software Download Centre or via <https://royalhighbath.fireflycloud.net/byod---bring-your-own-device/software-download-centre>) to view the help guides on how to download and install Microsoft Office.

You can download the Microsoft Office Apps for free on both Android and iOS, however once the Apps are downloaded you have the choice of signing into them with your school email account, this will fully activate the Apps allowing you to edit Office documents on your mobile device.

If you have any difficulty installing Microsoft Office onto your device, please visit ICT Support who will be happy to help.

Printing

You can print to selected school printers via Google Cloud Print and PaperCut Web Print, these are online services, which means that the printers are not installed onto your device. These services are available at www.google.com/cloudprint and <https://rhsprint.gdst.net/> and signed into using your school email account.

Depending on which device you have will dictate which printing service you use, we recommend Google Cloud Print for Windows and macOS devices, and PaperCut Web Print for iOS devices. To view further information on how to use these services and printing from your BYOD device, please visit the BYOD Printing section on Firefly accessible at <https://royalhighbath.fireflycloud.net/byod---bring-your-own-device/byod-printing>

Software

There may be additional software that subject teachers require you to use. Please visit the BYOD software section on Firefly to view a summary of software used in school.

Antivirus

Both Windows and macOS devices have built in firewalls and basic internet security. It is highly advised that you purchase additional internet security and antivirus software for your device to keep you safe when online.

Below is a list of the main antivirus providers:

- Avast
- AVG
- BullGuard
- F-Secure
- Malwarebytes
- McAfee
- Norton
- Sophos
- Trend Micro

Display connections

If you are planning to connect your device to a school projector, please note that the majority of classrooms use VGA as the display connection. Many newer devices do not have VGA so you will have to source an adapter to whichever connection your device has.

Some school classrooms have wireless display adapters fitted to their projectors, these adapters allow Microsoft Windows 10 devices to wirelessly connect to the projector. If you would like to know which classrooms projectors are wireless enabled please contact ICT Support.

Charging your device

There are a number of charging cabinets around the school for students to use, please note that these cabinets are for emergency charging use only. It is expected that all BYOD devices will be brought into school fully charged, we do not have spare charging cables for personal devices. The cabinets are locked by entering a combination of your choice, entering it twice to confirm the combination, then entering the combination once to unlock it.

Location of charging cabinets:

- Southside
- Science
- Corridor by Dining Hall
- Year 10 Common Room

If you require any help with the charging cabinets please contact ICT Support, or view the help guide on the Firefly BYOD page.