



## Holiday maintenance information for student with existing devices

**Check your device:** It is important to check your device through the school holidays. Turn it on to make sure that it is charging and still working correctly. Check for faults, if there is a fault and the device was purchased through LWT, send an email to the address listed below so that repairs can be organised asap and, if the device was purchased elsewhere, please allow enough time to repair faults before school starts. For general enquiries, Soraya and Vicki will be on site from mid-January. IT staff can be contacted directly by emailing [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au)

### Update installed software:


Make sure all your Windows updates are installed. Select: **Start > Settings > Windows Update > Check for updates** and then install any available updates.

Also check your Microsoft Office Updates are installed. Open any of your office products (Word or Excel) Select: **File> Account> Update Options> Update Now** and then install any available updates.

Windows 10 is now end of life. If your device has not up graded automatically to Windows 11 please see the following page for upgrade information: [Upgrade to Windows 11: FAQ - Microsoft Support](#).

If you are running an Anti-virus other than Windows Defender, or an Anti-malware program, please ensure that it is updated with the latest definitions. Check the documentation or website for your program for instructions on how to do this.

**Keep connected:** It is also important that students log-in to their EdPass dashboard during the holidays: <https://portal.edpass.sa.edu.au>. An active EdPass password is essential in maintaining connection to Office 365 Microsoft OneDrive and Teams.

**OneDrive - Set yourself up for success.** If you have not already done so please open the OneDrive Desktop App  from the bottom left of your toolbar and sign in with your school email address. During the set-up process you will be asked to allow Sync and Backup of your folders and we highly recommend doing so (this setting can also be accessed by right clicking on the cloud icon and selecting settings then sync and back up). If you have previously activated your personal OneDrive, you can also activate your school OneDrive by right clicking on the cloud icon and selecting settings then Accounts – add an account.

*Every year there are students who lose valuable work, and an effective backup solution can prevent unnecessary stress and tears.*



Please take the time to tidy up documents from previous years by moving them into folders.

To help you be organized we recommend creating a folder for the new/current school year, and inside that folder create a folder for each subject. Then when you start a new M365 document, if you save it in your OneDrive, it will auto save as you work ensuring that your work is backed up and safe.

Please note: If you also have a personal Microsoft Account running on your device, we recommend that you use it for any personal non-school files including photos and videos.

Check you can log into ClickView: <https://online.clickview.com.au>. This will help when you need to access the program again next year.

For any IT related queries or questions please contact IT staff directly by telephone: 88422788 or emailing: [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au)