

Dear Parents and Students,

Welcome to Kawana Waters State College for 2022. We hope everyone has had a nice and refreshing break ready for a busy and exciting year ahead.

This email is to let you know the process for connecting laptops to the college network in preparation for a smooth start to the school year. Students will need to have their email address and password handy to complete these steps. If the student does not know their username or password, or it is not working, please email [it@kawanawaterssc.eq.edu.au](mailto:it@kawanawaterssc.eq.edu.au) from an email address that is listed in OneSchool for contact. We will then be in touch to reset your password and provide it to you. Please reference a phone number that is also listed under the student contact details at this time too, just in case we need to communicate by another means.

Connection will not be possible for new students, as their accounts are only transferred and provisioned after they are marked present on their first day. Teachers can supply their details for them during the first week once they are available, at which point the steps will then be possible.

Steps to connect device:

- If the device is new, please turn it on and set it up completely until it is logged into the windows/ Mac environment
- Also, please ensure that all updates to the devices are performed prior to starting this process also
- Once the machine is setup and all updates done, follow this video on connecting the device from a home or external network:  
<https://kawanawaterssc.eq.edu.au/facilities/computers-and-technology/3-byoxlink-connect-from-home>

This should take about 5-10 minutes maximum and there will not be a lot of used data to get them onboarded.

To connect the student with software that they may need for school, please follow the specific guides also available on the college website:

<https://kawanawaterssc.eq.edu.au/facilities/computers-and-technology/4-software>

Teachers will let students know what will be required, however Microsoft Office is required for all students and ReadCloud is required for all secondary students.

If students are not connected to the network on the first day, they can still follow these instructions from the college temporary Wi-Fi (DETEGuest) anytime from school grounds. If they need assistance with getting connected to the network, we are available during these times:

**Secondary – Located in Secondary Library**

Monday	Tuesday	Wednesday	Thursday	Friday
Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)
Morning Tea (11:10 - 11:50)	Morning Tea (11:10 - 11:50)	Morning Tea (11:10 - 11:50)	Morning Tea (11:10 - 11:50)	Morning Tea (11:10 - 11:50)
Second Break (1:15 - 1:40)	Second Break (1:15 - 1:40)	Second Break (1:15 - 1:40)	Second Break (1:15 - 1:40)	Second Break (1:15 - 1:40)

**Primary – Located Before School in Secondary Library and During Lunch Time at Primary Library**

Monday	Tuesday	Wednesday	Thursday	Friday
Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)	Before school (8.30 – 9:00)
First Break	First Break (first two weeks, or until slowdown)	First Break	First Break (first two weeks, or until slowdown)	First Break (first two weeks, or until slowdown)

Parents can accompany students to the secondary library if they need to, however, we might need to impose a limit as to the number of people in the area. We look forward to assisting you through troubleshooting and student support at the start of the year.

If you have any questions or concerns, please email [it@kawanawaterssc.eq.edu.au](mailto:it@kawanawaterssc.eq.edu.au) and we will do our best to get back to you in a timely manner.

Sincerely,

Matthew Clark  
IT Manager – Kawana Waters State College