



New Student IT Information

All students are provided with a student IT (information technology) account during the **first week of school**. The account consists of a student username, password and email. Students from Queensland state primary schools will continue to use the same student username and email.

- Student usernames are usually in the format: *first name initial + 4 letters of last name + number*
- Student emails are in the format: username@eq.edu.au

Example name: Susan Brown Username: sbrow123 Email: sbrow123@eq.edu.au

Student accounts allow students:

- to connect to the school Wi-Fi/internet
- access the student QLearn website: qlearn.eq.edu.au
- free access to Microsoft 365 applications (i.e. Word, Outlook, PowerPoint, etc.) available online (no download required). To access, go to owa.eq.edu.au which opens Outlook (student emails).

Click on the **App Launcher** (top left corner 9 dots) to open other Microsoft 365 apps.

Students should bring their own device to school (i.e. Windows/Apple laptop or Apple iPad) - known as BYO ("bring your own"). Some devices, such as Chromebooks or Android tablets (e.g. Samsung) are incompatible with the school Wi-Fi and usually can't be connected. Refer to the **BYO Device Minimum Requirements** information sheet on the school website.

Using their school account, students/parents/guardians should register their BYO device at home with the Department of Education for access to the school internet.

Windows devices: Go to **Settings** then search for "school" in "Find a setting" and click on "Access work or school" and then click on "+ Connect" and follow the log in prompts.

Apple devices: Go to the link below for a short instruction video:

Apple MacBook

bit.ly/3jsiFnA



Apple iPad

bit.ly/3m48J5r



Most web filtering software (e.g. Trend Micro) will interfere/not work with the school's filtered internet and should be turned off when at school. Using a VPN (virtual private network) or "hot-spotting" a device to a mobile phone is strictly against school policy.

School IT technicians are available to help students if they are experiencing any internet connection problems (however, they aren't able to help with physical repairs or hardware problems). They are located at the school library during school hours.