

## DIGITAL LEADERS' JOB DESCRIPTION

1. Show pupils how to log on
2. Show pupils how to open their work  
This PC > Shared (Y:) > Student Pool > 2024-2025 >
3. If the internet isn't working, try turning off Flight Mode (by pressing the aeroplane button)
4. Show pupils how to save their work (File → Save as → repeat steps from above by saving it into their class' folder)
5. Show pupils how to log off – DO not close lid until the screen is black
6. Show pupils how to go on the internet (blue E for Internet Explorer or colourful circle for Google Chrome)
7. Remind pupils of the SMART rules – being safe online and following age guidelines etc.



8. If the screen has rotated press ctrl + alt + up arrow
9. If it has crashed ask an adult to press ctrl + alt + delete then go on to Task Manager.
10. Help class teachers put equipment away neatly and ensure it is all there, ready and plugged in for the next class.

In the summer term you will start delivering training to the next year groups!