

DIGITAL LEADERS' JOB DESCRIPTIONS

1. Show pupils how to log on
2. Show pupils how to open their work (Start → Computer → Shared → Learners Pool → IT → Year \_\_\_ → Class \_\_\_)
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. Put on the screen in the entrance hall each morning and check all cables – see rota(\*)).

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

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 6 - Oak	Year 6 - Maple	Year 5 - Beech	Year 5 - Chestnut	Year 4 - Ash	Year 4 - Pine

