

ONLINE COMMUNICATION CHARTER 4: SENDING ATTACHMENTS

General Guidelines for St Kilian's Community School

REMEMBER...

The Code of Behaviour applies online as well as in school

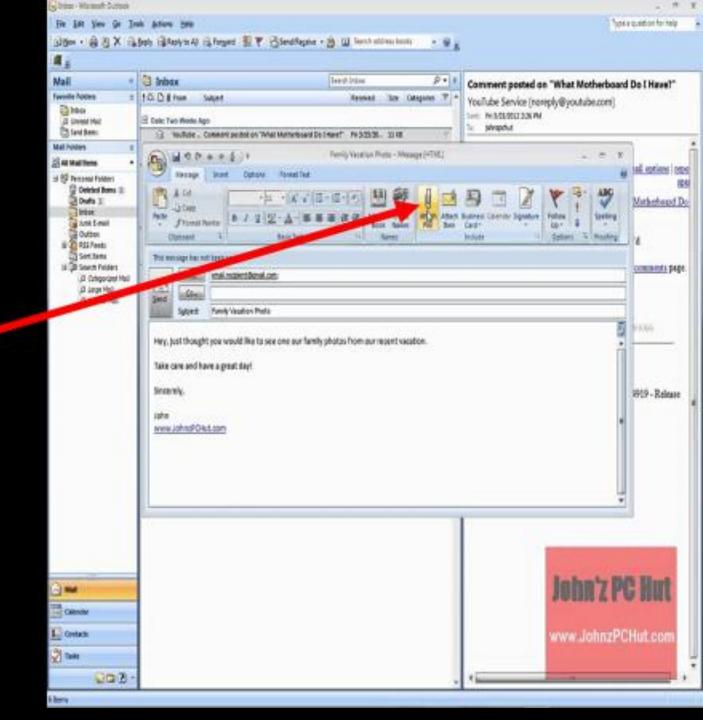
REMEMBER

ONLINE TIME IS SCHOOL TIME

BY NOW, WE HAVE COMPOSED OUR E-MAILS AND WE MAY WANT TO ADD ATTACHMENTS.
THESE CAN BE FILES INCLUDING WORD DOCUMENTS, POWERPOINTS, CHARTS, MP3, MP4, PHOTOGRAPHS etc.

SENDING ATTACHMENTS

Click on the paper-clip icon shown here in the picture in yellow.

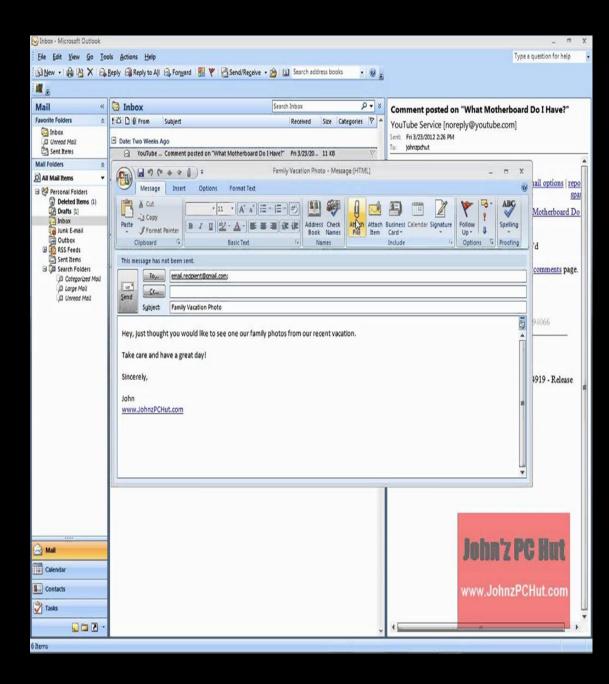


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- CHECK THAT YOU HAVE PUT IN THE E-MAIL ADDRESS OF THE PERSON TO WHOM YOU ARE SENDING YOUR WORK.
- CHECK THAT YOU HAVE THE 'SUBJECT' LINE FILLED IN BEFORE YOU SEND IT.
- CLICK SEND WHEN YOU ARE HAPPY THAT YOU HAVE INCLUDED EVERYTHING.

WE ALSO UPLOAD DOCUMENTS TO TEAMS AND ONENOTE

DOWNLOAD THE OFFICE LENS APP ON YOUR PHONE



THIS PREVENTS THE FOLLOWING BECAUSE YOU CAN EDIT YOUR PICTURES ON THE APP

Light and dark, good and bad, right and wrong: they all abide within the one thing that makes us human - our perception.

> Amy Larsor amyjalapeno.com

This photo is too dark.

This photo needs to be cropped and re-aligned.





This photo is very blurred.

SEND YOUR PHOTO AS AN ATTACHMENT WITH A FILE NAME or UPLOAD IT ON TEAMS OR ONENOTE

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WHEN SENDING AN ATTACHMENT IN E-MAIL

CHOOSE AND ATTACH FILE

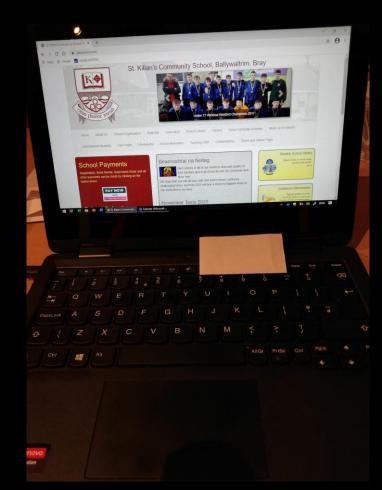
CHECK ADDRESS, CONTENTS OF E-MAIL

PRESS SEND

IN THIS SCHOOL, REAL AND VIRTUAL, WE VALUE:

- RESPECT
- COMMUNICATION
- LEARNING
- PARTICIPATION
- CARE





REMEMBER ...

- Use only your designated school e-mail account.
- If in doubt about anything, ask your teacher or a member of the ICT Team at ictteam@stkilianscs.com
- Never disclose personal details of your place of residence, bank details, or share personal photographs online.
- Never send anything offensive to anyone.

