



Jebel Ali School

Digital Guidance for Student Leavers

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Contents

Page	Title
1	Overview
1	Back up content on iPad
2	How to back-up content on iPad
2	Backing up Seesaw Content (Primary students only)
4	Backing up Microsoft content (Secondary students only)

Overview

When you leave Jebel Ali School, your Seesaw (Primary only) and Microsoft accounts will be shut down. This has several implications:

1. You will no longer be able to use your Jebel Ali School email address.
2. Your Microsoft Account will be shut down and you will lose access to any files stored there. **The account will be permanently disabled after 6 months.**
3. Your iCloud will be shut down and you will lose access to any files stored there (if you were issued with a school iCloud account). **The account will be permanently disabled after 90 days.**
4. You will no longer be able to access content stored on Seesaw.

Please be assured that no content will be lost before you leave Jebel Ali School, and everything can be copied for you to keep. Below you will find advice on how to ensure that you do not lose any content you wish to keep prior to leaving Jebel Ali School.

If you have any questions, concerns or just need some support with this process, please reach out to IT Support office by emailing itsupport@jebelalischool.org or visit the IT Office in the school.

Overview

Back up content on iPad

As with your One Drive (below), any files on a school device that you are not keeping should be backed up to an alternative storage location before you leave. This could be a personal cloud storage solution like Dropbox, Microsoft Drive (personal account), iCloud (personal account) or a local one, such as a memory stick.

Note: All school assigned applications will be removed from your iPad during your final week attending Jebel Ali School. Please ensure you have backed up any content from these applications to a personal storage account/device.

iCloud procedure

1. Sign into your personal iCloud account on your school iPad.
2. Ensure all application data and photos and videos are saved to your personal iCloud account. If you have apps such as Minecraft, you will need to manually save the data to your iCloud account. Follow the instructions in the app on how to download content.
3. At this point there is nothing further for you to do, however you will see this text in settings: THIS DEVICE IS SUPERVISED AND MANAGED BY JEBEL ALI SCHOOL.

This does not mean your device is still managed by Jebel Ali School. If you wish to fully remove this text, you will need to reset all settings on the iPad by wiping it completely.

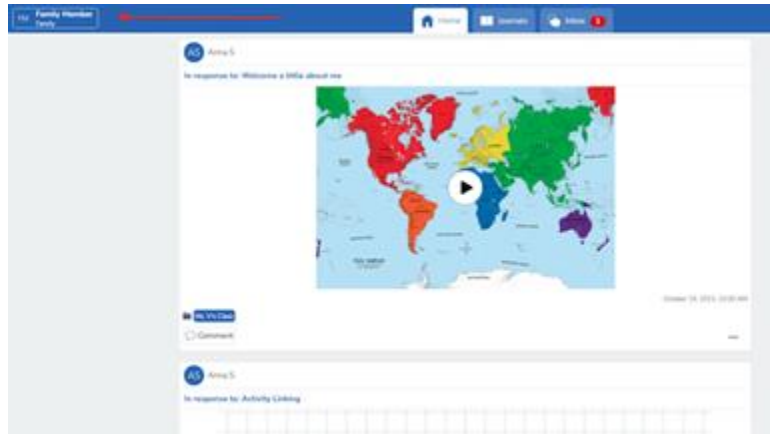


How to back-up content on iPad

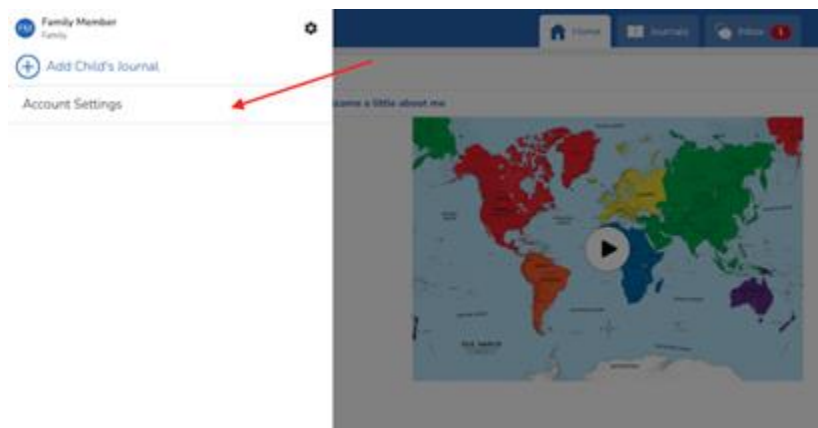
1. Back up any photos and video content to a personal iCloud account.
2. Application content you wish to save can also be saved to your personal iCloud.

Backing up Seesaw Content (Primary students only)

1. Sign into your Family or Student account at <https://app.seesaw.me>.
2. Tap your Profile Icon on the top left.

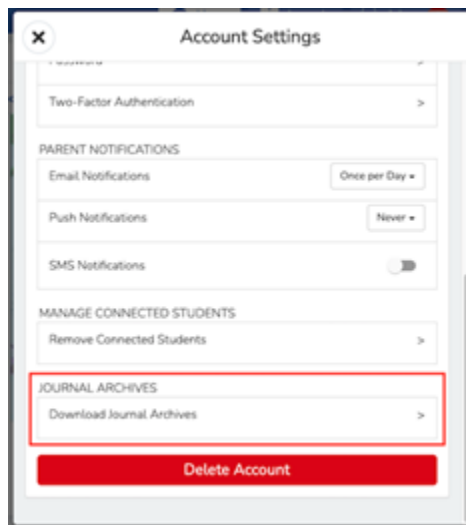


1. Tap Account Settings.

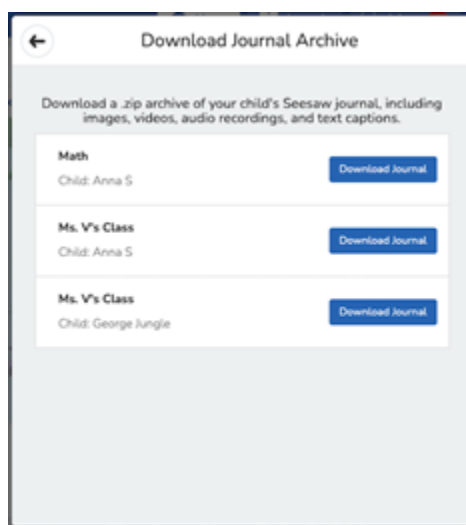


Backing up Seesaw Content (Primary students only)

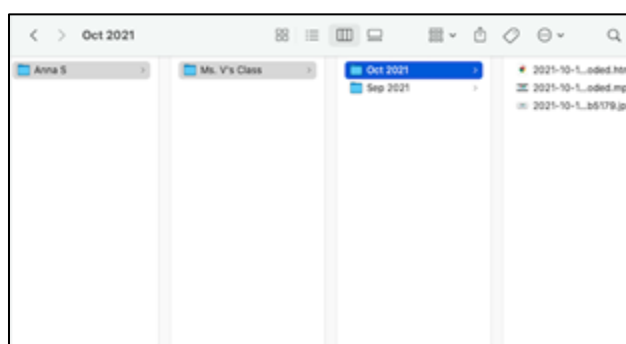
4. Scroll down and tap Download Journal Archives.



4. Tap the 'Download Journal' button for the journal you want to download. This might take a while depending on your Internet speed and how many posts your child has in Seesaw.



This is what you get. It is organized by month and then ordered by the date the post was added. You'll see an .html file with a thumbnail, text notes or captions, folder names, and links (if the post used the Link Creative Tool). You'll also see the original image, video, or audio files.



Backing up Microsoft Account Content

(Secondary students only)

To help secondary students back up their Office 365 accounts, including Teams classrooms, follow these step-by-step instructions:

1. Backing Up Emails and Contacts (Outlook)

Export Emails

1. **Open Outlook:** Go to Outlook.com and sign in with your school account.
2. **Access Settings:** Click on the gear icon (Settings) in the upper right corner and select **View all Outlook settings**.
3. **Export Emails:** Navigate to **General > Privacy and data**. Under **Export mailbox**, click **Export mailbox**. This will generate a .pst file that you can download.

Export Contacts

1. **Go to People:** In Outlook, click on the **People** icon (bottom left).
2. **Export Contacts:** Select **Manage > Export contacts**. Choose the contacts you want to export and click **Export**.

2. Backing Up Files from OneDrive

1. **Open OneDrive:** Go to OneDrive and sign in.
2. **Select Files:** Select the files and folders you want to back up by clicking the checkbox next to each item.
3. **Download Files:** Click the **Download** button. This will download the selected files as a .zip file to your computer.

3. Backing Up Teams Classroom Data

Save Class Materials

1. **Open Teams:** Go to Microsoft Teams and sign in.
2. **Go to Class Teams:** Select the specific class team you want to back up.
3. **Download Files:**
 - Go to the **Files** tab within each class team.
 - Select the files or folders you need and click **Download**.

Save Conversations and Assignments

1. **Save Conversations:** For important chat conversations or posts in channels, copy and paste the text into a Word document or take screenshots.
2. **Save Assignments:**
 - Go to the **Assignments** tab in each class team.
 - For each assignment, download any attached files or screenshots of the assignment details.

4. Backing Up Notes from OneNote

1. **Open OneNote:** Go to [OneNote](#) and sign in.
2. **Export Notebooks:**
 - Open the notebook you want to back up.
 - Click on **File > Export**.
 - Select **Notebook** under **Export Current**.
 - Choose the format you prefer (e.g., OneNote Package (*.onepkg)).
 - Click **Export** and choose the location to save the file.

5. General Backup Tips

- **Regular Backups:** Make it a habit to back up your data regularly, especially before the end of a term or school year.
- **Use Multiple Storage Locations:** Consider using an external hard drive or a different cloud service (e.g., Google Drive) to store your backups.
- **Organize Files:** Keep your files organized by subjects or projects to make it easier to find and restore them later.

By following these steps, secondary students can ensure that they have a complete backup of their Office 365 account, including emails, contacts, files from OneDrive, Teams classroom data, and OneNote notebooks, before their account is disabled.



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