

YEAR 11

YOUR ELECTRONIC DATA AFTER LEAVERS' DAY

Please take careful note of the information below which affects the data stored on the school network. If you want to keep any of it, you'll need to follow the instructions below.

If you are continuing into Steyning Grammar Sixth Form College

If you have indicated that SGS is your first choice for September, you will continue to have access to your school drives, your email, your SGS Google and Microsoft accounts over the summer break. Your user number, email address and password will be the same when you return to us in September.

If you are leaving Steyning Grammar School

You will no longer have access to the school systems after 23:59 on Leavers' Day – Friday 22 June. This means:

- you will no longer be able to log in to a computer at school or to use Remote Access.
- you will no longer be able to access your U Drive, the X Drive, your Google Drive and your One Drive.
- you will also no longer have access to your @sgs.uk.net email account.
- you will no longer be able to access Google Classroom, Google Apps for Education or any documents that are stored on Office 365.
- if you have used your @sgs.uk.net account to download a free copy of Microsoft Office, this may no longer work.

You are advised to download any documents, data or emails that you may need in the future. You may do this by:

- downloading onto a memory stick or a plug & play portable hard disk.
- uploading data onto a personal cloud drive (such as iCloud, Google Drive, One Drive or Amazon Cloud Drive). You should be prepared to pay a subscription for this service as the default storage space provided may be insufficient.
- It is possible for you to copy and transfer your files to another Google Account using Google's migration tool. Visit <https://support.google.com/accounts/answer/6386856> for details. You should note that the copy process usually happens within a few hours, but it can take up to a week.

Please note that there are restrictions on the size of files that can be sent by email and it is not advisable to use this method to send things to your personal email address.

The school is unable to grant access to the school systems or any data stored after this date.

Students are advised to ensure that they take the necessary steps to ensure that they have secured the information they need prior to these deadlines.