

Dear Parent/Guardian:

The Rutherford County School District is pleased to announce that beginning in the 2015-2016 we will be able to provide all 3<sup>rd</sup>-8<sup>th</sup> grade students access to Microsoft 365 for Education district wide.

Microsoft Office 365 for Education will provide students anytime, anywhere access to the Microsoft Office Web Apps for Word, PowerPoint, Excel, and OneNote, as well as One Drive for document storage, in a monitored environment. These tools will enable students to collaborate on projects using any of the web apps, which is a need as we continue to work on 21<sup>st</sup> century projects and assessments.

These student accounts are very different than consumer accounts because documents in the system are archived and can be accessed by administration, if necessary. Monitoring these accounts helps protect students as required by the federal FCC CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act) laws require.

Only students whose parents signed the district's Acceptable Use Policy at the beginning of the year will have an Office 365 account created. If your child does not have a current Acceptable Use Policy on file, they will not be able to take advantage of this service. These forms are signed during student orientation each year and can be changed by visiting your school office.

In order to log in to Microsoft Office 365 for Education, students will need to point their browser to the Rutherford County webpage [www.rcschools.net](http://www.rcschools.net) and click on the Office 365 One Drive link found in the left hand menu. The student's username/Office 365 address will be the same as their computer login followed immediately by @student.rcschools.net. The computer username is the first initial of the student's legal name, last name, and two to four random digits. Even though this looks like an email address, 3<sup>rd</sup> - 8<sup>th</sup> grade students do not receive email accounts at this time. Example:

jdoe123@student.rcschools.net

The password will be the student's seven digit state ID number (their lunch and library number).

If you have any questions or concerns regarding your student's use of the Microsoft Office 365 for Education account, please see the contact list below.

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