

Appropriate Usage

- Communication with teachers and classmates pertaining to classes
- Communication with guidance counselors, coaches, and club sponsors
- Communication with Colleges and Universities
- Once active, accounts are active until you leave the system or graduate. (*You will have access in the summer*)

How to use Office 365

- Google Chrome is the preferred browser.
- Access your account at this site

<https://rcschools-my.sharepoint.com>

RCS Policy Manual References

- 4.406 Use of the Internet - Students. Pages 53-56 of the Student Handbook and Code of Behavior and Discipline governs student use of the internet, internet safety measures and email. You can download the handbook [here](#).



[FREE Microsoft Office, Cloud Storage, and More](#)

Student Accounts

Login: Same as the computer login
`username@student.rcschools.net`

- Important: *When you sign into the computer, you are also signing into your Office 365 account.*

It is extremely important that you:

- * Always *log off* when you have finished using the computer
- * Never give anyone your account information.

If you forget to sign off or give your account information to someone, they could use your account, and you would face the consequences of their actions.

Corporate Account

- Your RCS account is a corporate account, not a personal account.
- *It is not private* and can be accessed by school officials at any time.

Disciplinary Action

- Inappropriate use will result in disciplinary action.
- Your accounts are monitored and filtered for inappropriate words, content, and topics
- Profile pictures can be changed, but they must be appropriate. This is not your Instagram, Twitter, or Facebook account.
- Disciplinary action will be taken for documents in your OneDrive account that do not pertain to school or class work.

Items such as music, pictures and video that do not relate to your classes are examples of inappropriate OneDrive content.

If you receive something that is inappropriate or makes you feel uncomfortable contact a school official immediately or email help@rcschools.net

Office 365 Important Features

FREE Microsoft Office

- Download Microsoft office on five devices

OneDrive

- Safely store all your files in the cloud. You can access them at school and at home.
- You can edit Word, PowerPoint, and Excel Files online from home and school.
- OneNote allows you take notes using an iPad, your laptop or a desktop computer.
- There is no need to save as all files are saved instantly as they are edited.

Office 365 Collaboration

- Office 365 allows you to collaborate with classmates and your teachers.
- Files can be shared with different people so that your teachers can share PowerPoints and other files that you can view on the internet.
- You can turn work in through your One Drive simply by sharing files with them.
- Teachers can comment on your submissions and provide feedback.