

DISTRICT 202 ONLINE TOOLS FOR HIGH SCHOOL STUDENTS

Questions and Answers

This year, all District 202 High School students will have **FREE access to “Office 365”**.

Q. What is Office 365?

A. Office 365 is a package of online learning tools including the latest versions of Microsoft Word, Power Point, Excel and the OneDrive cloud-based storage system.

High School students will also receive a district email address as part of Office 365. ***Please see below for more information about the district email addresses***

Office 365 can be installed on up to five computers for every student, free of charge.

Q. Why is the district providing this learning tool to students?

A. Office 365 includes several tools that are most commonly used in college and the workplace. Giving it to our High School students will help prepare them for the world they’re going to live and work in.

Q. How will this tool be used in the classroom?

A. Office 365 allows for more collaborative instruction and more active student participation in their learning.

Q. Is this tool available for Mac users?

A. Yes. The Mac version is Office 2011 and it requires a Mac with OS X version 10.5.8 or later. Full requirements are posted at <http://www.microsoft.com/mac/system-requirements>

Q. How do I download Office 365?

- A.
- Visit <http://portal.office.com>.
 - Log in using your regular District login – “yourstudentid@psd202.org” – and the password that you use to log in to district computers.

NOTE: There are tools for Windows, iPad & iPhone, Mac, and Android products. Select the type of device you want to install on from the page that is displayed after you login.

Q. What if I don’t want my child to have the Office 365 software?

- A. This is a free tool, not a requirement. Just as we do now, teachers will provide an alternative method if students cannot participate in their classroom work for some reason.

DISTRICT EMAIL QUESTIONS

Q. How do High School Students access their email accounts?

A.

- Visit <http://portal.office.com>.
- Log in using your regular District login – “yourstudentid@psd202.org” – and the password that you use to log in to district computers.
- Click on the “Outlook” icon on the top of the page to access your new District 202 email account.

Students’ new email addresses will be “yourfullname@psd202.org.” (We may have added a number at the end of the email addresses to make some common addresses unique).

Once the student logs in, there will be an email in the inbox with your exact email address and some related information.

Q. I am concerned about my student’s security and privacy. Is the district email address secure?

- A. Yes. Email access is restricted to other District 202 addresses (including teachers), and a few approved “third parties.” For example, high school students will be able to receive and send email to college addresses ending in “edu.”

Students will not be able to receive or send email to any other email address (Yahoo, Gmail, etc.) through their district email account.

Q. How will the district email address be used?

- A. The district email addresses are intended for school-related activities ONLY.

The district will monitor students’ district email addressed for appropriate use, as we routinely do any time students use any district technology.

Q. Will the district give parents with access to their students’ district email accounts?

- A. District 202 will not provide parents access to student accounts. *Therefore, parents are strongly encouraged to establish appropriate expectations for student email use away from school.*

Q. Is my student required to use the district email account?

A. No. This is just a tool that District 202 is providing, not a requirement. Teachers will provide alternate means for students to actively participate in their learning for students who cannot use their district email account.

Please contact your school directly for more guidance on this process.

OTHER IMPORTANT POINTS:

- Students must continue to comply with the district's **Acceptable Use policy**.
- Students can access their District 202 email accounts **through the Internet**. Again, it is imperative that parents establish clear expectations with their student for appropriate use of their district email accounts.

OTHER IMPORTANT POINTS

Students must continue to comply with the district's **Acceptable Use policy** while using any district-provided equipment.

We hope you find these new tools helpful for your work in school this year and beyond.

Questions? Please contact Director of Community Relations Tom Hernandez at (815) 577-4008 or tahernan@psd202.org