

September 19, 2017

Dear Parent(s)/Guardian(s),

We are pleased to announce that Microsoft Office 365 will now be available for students in grades 3 to 12 to build student skills for 21<sup>st</sup> century learning in Regional School District #10. The use of Microsoft products is not new; however, students in grades 3 -12 will now have access to a closed email system, as well as, other online productivity and learning tools. This will be an essential method for staff to communicate with your child and for your child to communicate with his/her teacher. There are no changes to the way in which parents and staff communicate.

Microsoft Office 365 is a set of online tools for communication, collaboration, time-management, and document storage. These tools include:

- **Outlook 365:** closed email system that allows students to email other students and staff members in Region 10 but does not allow them to send or receive email from addresses outside of Region 10.
- **Calendar:** a customizable calendar and to-do list through Outlook 365
- **Office 365:** a word-processing (Word), spreadsheet(Excel), presentation (Power Point and Sway), forms and online note book (One Note) that allows multi-user access and editing through a secure login
- **OneDrive:** a place to store and create files using Office 365 that can be accessed from any online device using the student's email address
- **Teams:** an online learning management system where teachers can organize materials, assign homework and students can complete and pass in assignments.

**Please visit the following link to find out more about Office 365:** <https://products.office.com/en-us/home>

You may also find additional resources under the parent tab on the Region 10 Homepage:

<http://www.region10ct.org/>

**Your family may download Microsoft products for home use for FREE;** you do not need to purchase the software or apps. Each Region 10 student has 5 free downloads of the Microsoft Package for use on your home/personal computer(s).

Here are the instructions to download and install Office (these directions can also be found on our website):

1. Log into Office 365 with student user name and password on the computer you wish to install Microsoft Office.
2. In the upper right click the user name and choose "My Account"
3. Under the box called "Install status" click "Manage installs"
4. Click "Install desktop applications"
5. Click "Install" and follow the instructions to download and install Microsoft Office.

Our primary reason for supplying these tools is to give our students instruction in current technology applications and tools for greater productivity and communication. This will also give students the ability to work on shared documents and projects both at school and outside of school.

We encourage you to review *the Regional School District 10 Administrative Guidelines for Responsible Use of Technology*. A portion of the Regional School District 10 guidelines are enclosed with this letter. The full

document can be found at this link:

<http://region10.ss7.sharpschool.com/common/pages/UserFile.aspx?fileId=8420889>.

All teachers in Region 10 have reviewed these guidelines carefully with students. All students in grades 3-12 will receive instruction and guidance in using these productivity tools this fall. It is our hope that the use of Microsoft across all four schools in the district will provide a consistent and manageable tool for our staff and students to increase communication and productivity while at the same time use less paper and consumable resources.

If you have any questions or concerns, please contact me.

Sincerely,

Cheri Burke  
Director of Student Learning

## **REGIONAL SCHOOL DISTRICT #10 6165**

Instruction

### **Responsible Use Policy- excerpts**

Regional School District #10 believes in the educational value of technology and recognizes its potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing computer resources, including Internet access, is to promote educational excellence by facilitating resource sharing, innovation and communication.

We are pleased to offer the students and staff of Regional School District #10 access to the school's computer network, including wireless access points to the network and Internet and electronic mail for staff. Access to the school's wired and wireless network will enable students and staff to powerfully and efficiently explore thousands of libraries, databases, and bulletin boards throughout the world. In addition to Internet and E-Mail access, the school's local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the school.

However, the opportunities presented by the technology raise concerns as well. Sadly, abuse of these systems can and does occur. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, access to other materials is also possible. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages and we make every effort to ensure proper use of the network by students.

Furthermore, these technologies are expensive to purchase, install and maintain. As the property of Regional School District #10, they must be carefully handled and their integrity preserved for the benefit of all. It is expected that users will comply with district procedures and guidelines and will act in a responsible and legal manner when using or accessing the district's technological resources. As with other district-owned educational materials, the Board may impose sanctions or charge fees to students for unreturned or damaged technology.

To read the full policy please visit our website and use the following link:

<http://region10.ss7.sharpschool.com/common/pages/UserFile.aspx?fileId=8420889>

Instruction

**Responsible Use – Administrative Regulation - *excerpts***

**Regional School District #10 Responsible Use of Technology Resources-- *excerpts***

**Educating Students about Appropriate Online Behavior**

Staff will provide students with instruction in the skills needed to use technology resources effectively. At a minimum, students shall receive instruction regarding the following:

- Appropriate and safe online behavior
- Interacting with other individuals via e-mail, social networking sites, chat rooms and other forms of direct communication
- Cyberbullying awareness and response
- Respectful use of technology

**Monitoring the Online Activities of Students**

Students' online activities shall be monitored to prevent access to inappropriate or harmful materials. Students will be supervised when using electronic mail, chat rooms, and other forms of direct electronic communications. Students are prohibited from engaging in unauthorized access, including hacking and other unlawful activities online. All users of District resources shall prevent the unauthorized disclosure, use and dissemination of personal information regarding students.

**Utilizing Technology Protection Measures**

The School District shall utilize technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or with respect to use of the computers by minors, harmful to minors. Use of technology protection measures shall be enforced during the use of District computers with Internet access as well as devices that students bring to school and use to access the school's networks. Adequate filters are in place; however, if a student unintentionally gains access to prohibited or questionable material, including, but not limited to videos and images, he or she must immediately minimize the program and contact a staff member. Users are to report security or technical problems as well as other violations of guidelines to an appropriate staff member. School personnel may request to override technology protection measures for use by an adult to enable access for a bona fide research or other lawful purpose.

**Use for school purposes only**

Staff and students will use computers, networks, and the Internet, including e-mail, only for school-related purposes. The use of technology should not detract from professional or educational responsibilities.

## **Prohibited Conduct**

In order to ensure that technology use is effective, safe, and responsible, users of District technology are not permitted to use computer resources, including wireless Internet access, to:

1. “Hack into,” “snoop,” monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users’ files and administrative data;
2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;
3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;
4. Harass, cyber bully or intentionally offend others;
5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
6. Intentionally disrupt or degrade network activity;
7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;
8. Plagiarize (to take material created by others and presenting it as if it were one’s own) or cheat (to deceive by trickery, mislead or fool);
9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;
10. Tamper with or modify data and/or files belonging to or being used by others without authorization;
11. Use school technology resources for commercial purposes or personal financial gain;
12. Violate any local, state, or federal law or school policy.

## **No expectation of privacy**

The data, files, e-mail, and Internet use of all users are considered to be the property of the School District. Administration reserves the right to access, monitor and review all use of District computer resources and personally owned devices that access the school’s network, including the overriding of passwords where necessary. Users should not have any expectation of privacy in the use of District computer resources including use of the school’s network by personally owned devices.

## **Supervision**

Staff will supervise student use of technology equipment, networks, and the Internet as closely as possible. Staff will plan the use of electronic resources in ways that closely guide student experiences. Activities that require the thoughtful use of technology to construct knowledge and understanding will be emphasized. Strategies such as room arrangements that aid in supervision will be encouraged.

## **Role of Parents and Guardians**

Parents and guardians are encouraged to discuss responsible use with the children in order to help create a safe, appropriate, and productive learning environment. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personally owned devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers’ suggestions. Parents and guardians are responsible for ensuring the general security of and providing the technical support for personally owned devices.

To read the complete administrative guidelines please visit our website and use the following link:  
<http://region10.ss7.sharpschool.com/common/pages/UserFile.aspx?fileId=8420953>