Student Welcome Letter

OFFICE 365

Ashington Academy has provided you with an Office 365 account. This account includes a personal email address as well as access to the most recent versions of Microsoft Office tools, such as Word, PowerPoint, and Excel, and many more. Additionally, your Office 365 account includes online file storage space (OneDrive) so you can access your work on any device.

These tools will help you to complete your school work and collaborate on assignments and projects with your teachers and classmates. You can access these tools online, or, you can install the desktop versions of these programs for use on your home computers.

Office 365 has been provided to you to empower you and your teacher to used digital tools to enhance your educational experience. It is your responsibility to make sure that your use of these tools is appropriate and for educational purposes only. Therefore, it is important that you not store personal information (confidential or personally identifiable information) on your OneDrive account or share personal information through your Outlook email account.

Please review the list of acceptable and unacceptable uses below. If you have questions, please ask your teacher. Note: inappropriate use may lead to the suspension of your Office 365 account and other disciplinary consequences.

Acceptable Uses/Types of Information	Unacceptable Uses/Types of Information
• Classroom assignments, research notes, presentations, school based projects (avoiding assignments that involve personally identifiable, sensitive or confidential information) • Curriculum-based multimedia objects created by students (videos, pictures, audio files, animations, etc.) • Curriculum based quizzes, tests, surveys • Formative assessment material (e.g., teacher comments, peer feedback) • Calendars for assignment dates and project deadlines • Communication with teachers and other students related to these acceptable educational purposes (avoiding personally identifiable, sensitive or confidential information)	• Personal contact information (e.g., home addresses, phone numbers, email address) • Confidential, sensitive personal information • Any personally identifiable information (i.e., full names, addresses, emails, contact information) about other persons (e.g., any other student, teacher, parent, family member) • Student records (e.g., student attendance, schedule, grades, report cards, etc.) • Classroom assignments involving sensitive or confidential personal information, (e.g., a family history assignment with full names, birthdates, birth locations, etc. of family members) • Health information (e.g. specialist assessments, psychology reports, IEPs) • Any files in violation of copyright (e.g., illegally obtained music, videos, copyrighted images) • Any form of harassment or bullying behaviour

# Student Guide to accessing

OFFICE 365, SYSTEMS and STUDENT POD

Accessing **OFFICE 365** and **STUDENT POD**:

Step 1- Go onto the school website- www.ashingtonacademy.co.uk

Step 2- Click on the link at the top right of the page '**SYSTEMS'**

Step 3- Login to OFFICE 365- school login + @ashingtonacademy.co.uk

- If you do not already have a password or have forgotten it or your username, please get your parents to email ict.support@ashingtonacademy.co.uk with a means of contacting you so that it can be reset.
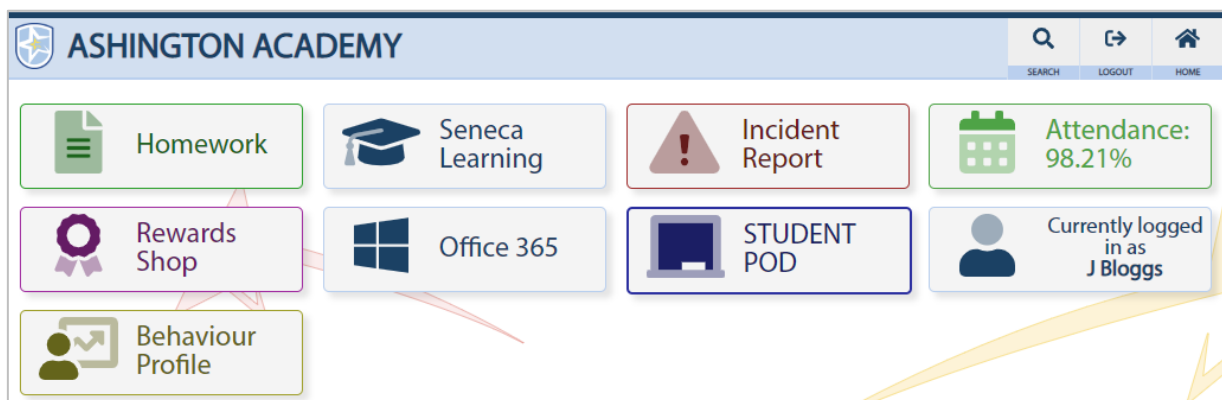
Step 4- Click on the button for **STUDENT POD**.

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How to install Office 365 Apps on your home computer:

After **Step 3** above, click on **Office 365** and then **Install Office**: