



August 25, 2020

**RE: OFFICE 365 Education**

Office 365 Education is a collection of services that allows a student to write papers, create spreadsheets, make presentations, take notes and much more. The solution provides the student with access to Microsoft Word, Excel, PowerPoint, OneNote, Teams as well as additional classroom tools.

Office 365 is currently free for students enrolled at Prince Albert Catholic Schools after they are provided with a student email address. The Prince Albert Catholic School Division offers all students email, along with Office 365. Email accounts provide the student the ability to download Office 365 on up to five personal devices for free (see below).

Students, please remember while using email:

- **Digital Etiquette**
  - Polite and appropriate behaviour regarding communication with others
  - A good rule to follow is never view, send or access materials that are inappropriate or illegal.
- **School Access**
  - Email is to be used for school purposes at school and at home.
  - Email is not to be used to 'sign up' for apps that are not approved by the teacher.
- **Safe and Acceptable Use**
  - Students are not to share their password with anyone.
  - For their own safety, students should not reveal any personal information such as real names, addresses and phone numbers.
  - Students will respect copyright laws and rules regarding plagiarism.
  - Students will not use the network to engage in any illegal act defined by law.

**Student Email Account Set-Up:**

- The format for all student email accounts is: **first name.last name@pacatholic.ca** (with some exceptions).
- The email address and password are the same as the student's lab username and password.
- Email accounts provide the student the ability to download Microsoft Office on up to five PCs or Macs, tablets and smartphones.

### Resetting Passwords:

- If a student forgets his/her email/logon password, then the computer logon password must be reset.
- Once the computer logon password is reset it will automatically sync with the email password.

### Account Removal / Expiry:

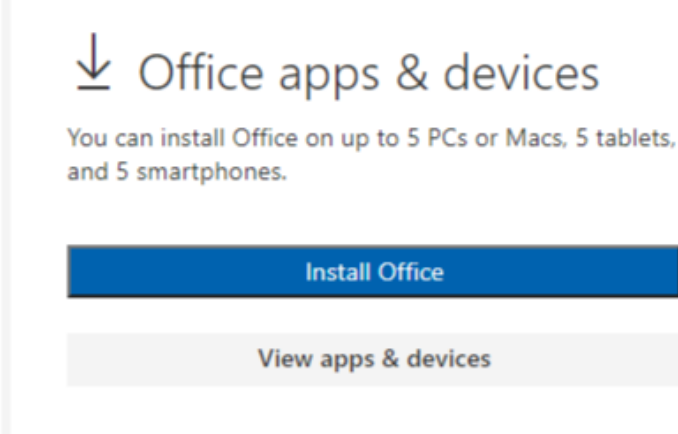
- Upon withdrawing from the school division, a student's email account will be removed. At this time, Office 365 applications will enter a reduced functionality mode. This means that you can view documents, but you cannot edit or create new documents. Online services associated with the school email address, such as Office Online and One Drive, will no longer function. The student has the option to move to an Office 365 personal plan when they leave the school division.

### How to Install Office 365 on your personal computer?

Login to your Office 365 email account using the following URL.

<https://portal.office.com/account/?ref=MeControl#home>

Click on the link for **Install Office**



↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

**Install Office**

View apps & devices

This will install office on your personal computer/laptop.

### What are the eligibility requirements?

- Student must be registered with the Prince Albert Catholic School Division.
- Student and parents have signed the Information Technology Acceptable Use Student Agreement (on student registration form).
- Have a school-specific email address provided by the school (for example: susan.smith@pacatholic.ca) that can receive external email.

### **How Long can the plan be used?**

- As long as the student is attending Prince Albert Catholic Schools.
- When students graduate or leave the school division, their Office 365 subscription will end. At this time, the Office applications enter a reduced-functionality mode. This means that documents can be viewed but not edited and new documents cannot be created. As well, online services associated with the school email address—for example, Office Online and OneDrive—will no longer work.
- A student may enroll into other consumer or commercial offers available. Before leaving Prince Albert Catholic Schools, the student should make sure to transfer all files from their school OneDrive to a personal OneDrive account.

### **Who manages the OneDrive account provided with this offer?**

- This account is associated and managed by the school division and is to be used for school-appropriate content.
- Permissions and access can be changed by the school's I.T. administrator at any time at the discretion of the Principal.

### **Can the student share this plan with others?**

- Office 365 Education is licensed for use only by the eligible student.

### **Does a student get anything else besides Office 365?**

- In addition to having access to the Microsoft applications like Word, Excel, PowerPoint, OneNote and Teams, which work across PCs and Macs, these apps can be activated on an iPad, iPhone and an Android Phone.

### **Can students install Office for iPad through this Office 365 benefit?**

- Yes, just install the applications and sign in with the school email address and password.

### **If a student recently purchased Office and is now also eligible for free Office 365 through the school, will they receive any credit and/or compensation?**

- No. The Office purchased is a consumer offering and students can continue to take advantage of the purchased offer.

If you have any questions regarding email accounts or Microsoft Office, please contact the school.