



# Sciennes Primary School

## Sciennes Primary School Microsoft Office 365 Code of Practice



This term we want to give P3-P7 pupils at Sciennes their own Microsoft Office 365 account for home learning. Pupils will continue to have access to Office 365 at secondary school. This account will give them access a range of online tools including Outlook email, calendars and OneDrive file storage, which they can use to store and share iPad and computer work.

Office 365 is an online communication, storage and collaboration tool for pupils and staff. It can be accessed from any computer web browser. (It is also accessible from tablets and mobile devices, via a free downloadable app).

Office 365 allows pupils to:

- Use email to communicate with other pupils and their teacher.
- Save files in their own secure online storage space (OneDrive) and access these files from any computer.
- Share files they have created with other pupils and their teacher.
- Create a calendar and add their own events.
- Use online versions of Word, PowerPoint and Excel as well as many other apps.

The main advantages of using Office 365 are:

- Pupils can access schoolwork anywhere– this should make it easier for pupils to share their learning with families and with staff.
- Pupils are able to communicate and share files directly with their class teacher – an easy and effective way to submit tasks for feedback.
- It allows pupils to gain experience of using an online working environment – helping to prepare them for high school, further education and the workplace.
- **All pupils who use Office 365 are also eligible to download Microsoft Office completely free**, (N.B. for either Mac **or** PC) for use on up to five household computers (and also download the mobile/iPad version for up to five devices).
- Please remind your child never to share his/her password with anybody else, always to use email appropriately, and only to store school related files on OneDrive. A full code of practice can be found below.

### Accessing Office 365 from home

Visit <http://office365.edin.org> and enter your username and password

When Office365 opens, click 'Outlook' to access your email or 'OneDrive' to access your files. (This may take a while the first time you log in on a new computer).

To access Office365 from a mobile device or tablet, go to the AppStore or equivalent, and search for 'Office 365'. Various Office apps should be available for download to your device.

If you have any questions about your child's Office 365 account, please contact:

[john.armstrong@sciennes.edin.sch.uk](mailto:john.armstrong@sciennes.edin.sch.uk) or [lucy.gallagher@sciennes.edin.sch.uk](mailto:lucy.gallagher@sciennes.edin.sch.uk)



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- **Do** keep your username and password safe. **(While school is closed it will be very difficult to provide you with a replacement password if you forget it.)**
- **Do** try to keep your OneDrive space well organised, using folders to store your work.
- **Do** use email **only** for school related activities.
- **Do** tell your teacher if you receive any inappropriate or offensive emails.

### Don't

- **Do not** share your password with anyone else. If you keep a written copy, keep it somewhere safe.
- **Do not** allow anyone else to access your Office 365 account.
- **Do not** store personal files, photos etc. on OneDrive unless you need them for schoolwork.
- **Do not** store any files which are inappropriate or offensive.
- **Do not** send any emails which are inappropriate or offensive.
- **Do not** publish your schoolwork on other file sharing or networking sites if it contains any personal information or photographs.

### Sharing Files

- Think carefully before you share files. Only share files if you really need to.
- If someone shares a file with you, only edit the file if you have permission. Otherwise, download the file and save a new copy.
- If you share a file with someone else, try to tell them why you are sharing it, and whether you want them to add anything, or just read it.

### Remember!

If you are found to be using Office 365 in an unsafe or inappropriate way, your account may be blocked temporarily or permanently. School staff, council staff and parent/carers can check your account at any time.

**Please complete submit the 'o365 Responsible Use' Form. Your teacher will then email your log in details to your family.**