

Dear St. Jude Parent,

The purpose of this letter is to provide you with information about your child's Microsoft Office365 account. This account will allow him/her to have access to our school's email system (with significant controls and limitations, as shared below), Microsoft's OneDrive cloud storage service for saving and sharing documents he/she may create for school, as well as the ability to install the Microsoft Office365 software suite on up to 5 personal devices.

The Office365 platform is very powerful. This is the same software that many for-profit businesses run for their productivity and communications. We are fortunate to be able to provide this service at no additional cost to our students. At the same time there are tools that will require parents and students to be vigilant about safe use. We have attempted to point out these areas at great length in the "Microsoft Office365 User Agreement" from our Handbook and the reverse of this memo.

The most important thing we are asking from you is to provide us with a password of significantly strong quality (at least one capital letter, one number, and one other type of non-alphabetic symbol) that you will use to have access to your child's account at any time. This password may be reset by the user or the school. If you believe the password has been changed without your knowledge, please contact the school for assistance. It is important that you monitor all of your child's online activities frequently—both school-related and personal—to ensure safe behavior.

The email portion of the Office365 account is a fully functioning account that can be accessed through the Outlook Web app or set up to connect through a portable device with the proper security restrictions (must have a passcode activated on the device). In compliance with Diocesan policies about electronic communication with youth, all emails to or from the student's account will be copied to the parent's email account. Students will only have the ability to email with teachers, other students from their own grade, and to their parents' primary school email account. All other internal or external email correspondence will be restricted. By no means is any student required to use their email account, but we do believe it could prove a useful tool for communicating with each other and their teachers about their school work in a safe and monitored way. Should we believe that students are abusing this privilege, access to their account may be restricted.

→ Your child's **USERNAME** will consist of his or her last name + year of graduation. *Example: Sally Jones, class of 2018 = jones18@stjudeschool.net. Students in the same grade with the same last name will use their first initial to differentiate (joness18@stjudeschool.net).*

→ The link to access the Office365 account is the following (also available on the school website): <http://mail.office365.com/>. **When logging in it is important to remind your student to select the option that says "Sign in with your work or school account."** To access, download, or install the Office365 suite on your devices, choose that menu option from the top of the email screen.

-----<Please detach and return this portion> -----

Parent's name: _____ / Student first name: _____

My child and I have discussed and understand both the benefits and responsibilities for being granted access to the Office365 system. We accept the terms of the Office365 Agreement.

We request the following password: _____

(Please use at least 7 characters, one uppercase, one lowercase, and at least one number/symbol. Avoid using any portion of the child or parent's name.)

Parent Signature: _____

Date: _____

St. Jude Catholic School Microsoft Office365 User Agreement

Microsoft's Office365 platform allows St. Jude to provide its users with email service, OneDrive cloud storage, and Office365 applications that are accessible to teachers, students, and parents. This agreement outlines general parameters for use of the Microsoft Office365 Services.

THE USER AGREES TO THE FOLLOWING:

1. All use of the Office365 platform and the affiliated Microsoft Online services accessed through the user's credentials, whether on campus or off, are subject to the terms and consequences of St. Jude's *Acceptable Use of Technology Agreement*.
2. Office365 accounts may be made available to students in a range of grades determined appropriate by school administration. It is expected that parents will monitor their child's account to verify appropriate usage. Password control will be managed by the user, as supervised by the parent and reset, if necessary, by St. Jude personnel. Users are to maintain a "strong" password at all times, including the use of at least one capital letter, one lowercase letter, one number and/or alphanumeric symbol. The user agrees to notify the school immediately regarding password issues or unauthorized access to the account.
3. School families (parents) will be set up with an outbound account that will appear in the internal address book in order to allow teachers and administration to communicate more readily with constituent groups of parents. The outbound account will forward directly to the family's preferred email account. Parental 'outbound' accounts will accept no other inbound traffic unless given special permission for the parent to access.
4. The Office365 web service will host stjudeschool.net email accounts as a controlled domain. That means that system administrators have the ability to manage users and the services they can access. Users can be granted specific access or restrictions from interacting with other users in terms of email and group distribution systems. This includes a general student prohibition on sending and receiving emails from outside the stjudeschool.net domain, with certain approved exceptions.
5. All content generated and stored within the Office365 platform shall be considered open and accessible to school administration as subject to the Discipline Code section II, B. Office365 is a monitored email system. This includes student, staff, teacher, and organizational accounts. School administration will reveal the content of specific email communications to the users who are the sender, receiver, or subject of such messages, only to the extent it aids in the investigation of a problematic situation or any other matter of significance.
6. In addition to email communication between students, teachers, and parents; users may also be able to take advantage of calendar functions, task management, 1 TB OneDrive cloud storage, document sharing, and the Office365 software suite. These services are available as long as the student is enrolled in good standing at St. Jude.
7. The school will not disclose or store any personal information vis-à-vis the Office365 system except for student first and last names and grade level, teacher first and last names, and parent first and last names. Parent's private email accounts may be revealed only to users given permission to send to them or when the user replies to such an email. Such information will be visible only to internal users who have access to the shared address book. Any other disclosure of personal information is a product of that which users generate by use of their email account and related applications. All users are strongly encouraged to limit the personal information they post and/or share through the use of Office365 and Microsoft applications. Parents should have a careful discussion about this with their children.
8. It is possible to access personal Microsoft Live services and social networking apps using a user's Office365 login credentials. Any use of personal Microsoft applications (such as) photo sharing, instant messaging (chat), and other services which cannot be monitored or managed by the school are best left for personal home accounts used within the home under parental supervision. The school reserves the right to restrict or prohibit the use of Office365 accounts that have enabled access to personal Microsoft Live services or social networking applications, especially if such use constitutes a violation of St. Jude's *Acceptable Use of Technology Agreement*.