



# Student Account Information

Microsoft Office 365/ e-mail

## About

Millington Municipal Schools will be providing Microsoft accounts for students in grades 5-12 for the 2017-18 school year. These accounts will be used at school, for instructional purposes only. These accounts will include access to the Microsoft Office 365 suite, which includes Word, Excel, PowerPoint, One Drive, and One Note. All can be very useful with instruction, but an important note is that items can be shared between students and teachers through "One Drive" folders. **Parent/Guardian permission is required for email access, for students under the age of 18. Students will not be assigned an e-mail account without parental or guardian approval.** If students are not granted permission to use e-mail, other Office 365 tools (like One Drive) will still be available to them. As a bonus, each student will receive 5 personal licenses of Microsoft Office, at no cost.

## Philosophy

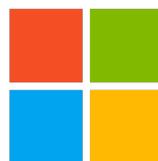
The primary purpose of a Microsoft student account is to support teaching and learning. We believe that teaching proper use of communication technology is crucial to our students' future endeavors.

## Official Account

Students will be assigned a Microsoft account that will look like: "first.last@mmsdstudent.org." For students with parental permission, this account will also be the student's official MMSD e-mail address until the student is no longer enrolled in the Millington Municipal School District.

## Access Restriction/ Privacy

Access to and use of student e-mail/Office 365 is considered a privilege. The District maintains the right to immediately revoke the access and use when there is speculation of a violation of law or District policy. The general right of privacy will be extended to the extent possible in the electronic environment. Users of student accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the mail system and other district systems including current and archival files of all user accounts.



# Microsoft

## PROHIBITED CONDUCT

Student accounts may not be used in the following ways:

- Unlawful activities-including harassment and/or bullying
- Commercial purposes
- Personal financial gain
- False identity in e-mail communications
- Misrepresentation of the Millington Municipal School District

- Interference with Millington technology operations through:

- A. Electronic chain letters
- B. Unsolicited electronic communications
- C. Disruption of electronic communications
- D. Phishing attempts

Please refer to the student handbook for more detailed information.