



# RIO HONDO PREP

HOME OF THE KARES - A TRADITION OF EXCELLENCE SINCE 1964

## Office 365

### INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



#### What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.



#### Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



#### When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

<https://products.office.com/en-au/student/office-in-education>



#### What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

#### What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in Victoria and New South Wales.

## How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

**Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.**

Teachers will remind students to only use Office 365 for activities related to schoolwork.

**Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to Office 365 can be viewed by teachers.**

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

**Please note that Microsoft will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.**



Microsoft Office 365 is now available to Rio Hondo Prep students and teachers for FREE! Your @rhprep.org email account gives you access to both the online and offline versions of Microsoft Office products. These *Educational* email accounts DO NOT work with the Microsoft general portal. You must login through the [www.office.com](http://www.office.com) educational portal. Your RHP username and password will be provided upon approval of parental/guardian consent.

\*Please note that your @rhprep.org email account allows you access to the Microsoft office online, but does not allow normal email functionality through Outlook. The email servers for the rhprep.org domain is connected with Google for Education, therefore all email will be available through Gmail.

\* Also we Do Not recommend setting up a brand new computer using your RHP account. Because it is an educational account it won't function properly with a new Windows 10 installation.

### ✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

### ✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.



Work or school, or personal Microsoft account

student1@rhprep.org

.....

Keep me signed in

Sign in Back

The first time you log in you will be asked to create a new password:



Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

student1@rhprep.org

Current password

New password

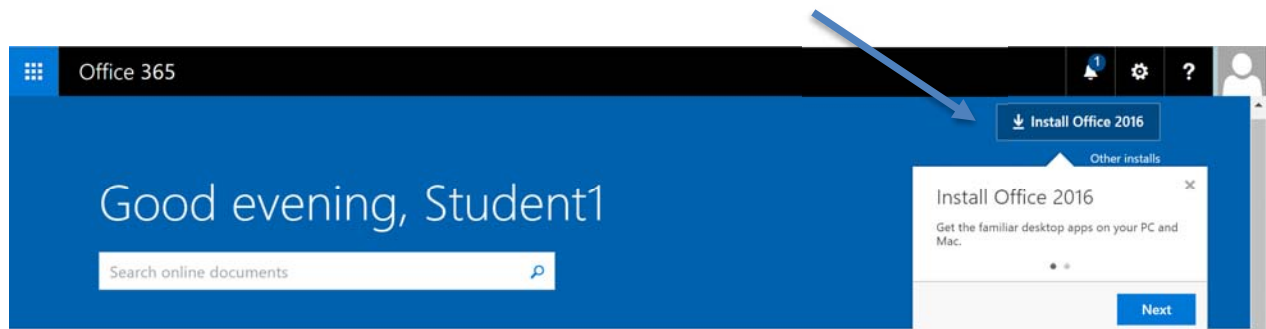
Confirm password

Update password and sign in

Once logged in, you can start using the online versions of Office, including Word, Excel, Powerpoint and much more by clicking on any of the Apps. These work on PCs, Macs, tablets and smartphones and can be synchronized across all devices. These are not the full versions of the Microsoft programs, but offer many features similar to Google Docs.



If you want the full version of these programs you may download them to your computers. Our license with Microsoft allows you to also download the desktop versions of MS Office and load it onto 5 different devices by clicking the link on the top right of the screen. The **Install Office 2016** button will download the 32-bit version of MS Office.

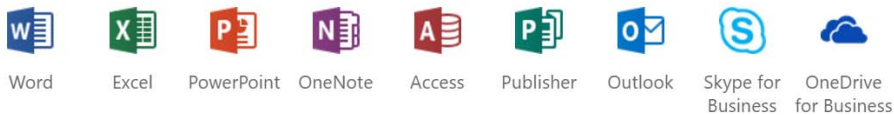


If you need the 64-bit version of MS Office click on **Other installs**. Choose **Advanced** and click on 64-bit in the drop-down menu. If your device can't handle the 2016 version of the software you can download the 2013 version instead. Download the files and begin the installation. You will need to activate your installation using your license. You may use your license on up to 5 devices. If you purchase a new device you should deactivate the license on your old computer before installing the software on the new device.

## Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Language:  Version: 32-bit **Advanced**



\* Once your software has been installed it may ask you to Sign in.

If you are asked the following: **“Allow my organization to manage my device”**  
DO NOT CLICK THIS!!! It can cause problems!

