

Office 365 Student Guidelines and Expectations



Office 365 Application Info:

Office 365 is Word, Excel and PowerPoint, only it is cloud-based. That means you can access your applications and files from any device connected to the Internet via a browser. You have **1 TB of storage** with your OneDrive account, so you do not need to worry about carrying around a flash drive ever again! Office 365 is made available for you by Volusia County Schools. The account will be yours until the December after you graduate or leave the district.

Office 365 Social Info:

In addition to allowing you to create and store Word, Excel and PowerPoint documents in OneDrive, Office 365 has a social component. You can share and collaborate with multiple people on documents for group projects and you can blog for class or an assignment. There is an e-mail associated with the account, but it is limited to sending e-mails to people within the district. It is so that you can turn in work to teachers or share documents with peers, not really for 2 way communication. ***Remember, your Office 365 communication is connected to school. This is not a personal social networking site and what you say and do must follow appropriate school guidelines.***

General Guidelines for Use:

- Make sure you don't share your alpha code with others to keep your account secure.
- Be sure to **log out** of Office 365 (do not just x out of the browser) when you finish using it.
- Think of it as your classroom. Do not say or do anything that you would not do in a classroom.
- If you are using the comments feature, make sure your comments are *on-topic* with the assignment.
- Check spelling and grammar in all communications with peers and teachers.
- Be positive and considerate of other's feelings. Report any inappropriate behavior immediately.

Sharing Guidelines:

Office 365 allows you to give editing or viewing rights to others. **NONE OF YOUR DOCUMENTS ARE SHARED UNLESS YOU MAKE THE DECISION TO SHARE THEM!** But having that ability means you need to make some decisions about what you share and with whom. Follow these guidelines:

- Only use the "Can Edit" feature if you want someone to be able to make changes to (or possibly delete) your document. If someone shares a document with you, you should NOT share that document with someone else. It is up to the *owner* of the document to determine how their document will be shared.
- If you want others to be able to view your document without making changes, you can give direct "view" rights by selecting their name from the directory OR you can use "get link" for "can view."
- When you are sharing your document with your teacher, please be sure to check or uncheck the "send email notification" box depending upon what the teacher has requested.

A Note about Password Security

If you have shared your alpha code with others, you will want to change your password inside the student vPortal to make sure your account is secure BEFORE you use Office 365. This will change your password for Office 365, Grade Book and any other school applications linked to your account. You can access vPortal on the VCS website under the student tab or directly by going to <http://vportal.volusia.k12.fl.us/>.

How to Access and Use Office 365 via vPortal

Login to vPortal on the Student tab of www.MyVolusiaSchools.org or directly via www.vportal.volusia.k12.fl.us

Login: **alpha code** Password: **8 digit birthday** or whatever you changed it to
SEARCH for Office365 in the search box

If you are **AT HOME** and vPortal is not working, you can also access Office365 at www.VCS2go.net

Login: alpha@vcs2go.net Password: 8 Digit Birthday or whatever you changed it to

Once you login, you will see these options at the top of the page:

Outlook Calendar OneDrive Sites

Outlook: INTERNAL e-mail. Use this to send or receive e-mail to your teachers or students who are using Office365 with you- their e-mails are automatically in the contacts. This allows you to easily share documents for collaboration or grading. It will not access outside e-mails or receive e-mails from outside the school district and it is part of your public school record, so be aware of what you are sending and receiving.

Calendar: Kind of self-explanatory. You can use it to keep track of important dates if you choose to.

OneDrive: This is where you access your free 1TB of storage and cloud versions of Word, PowerPoint and Excel. This would be a great place to type and store your work so that you always have access to it on any computer or device without using a flash drive (although it never hurts to back up your work in a second location when it is super important). Remember, you can also SHARE your documents and collaborate on the same document or PowerPoint with others via OneDrive.

Sites: If you are searching for a teacher's (or another student's) Office 365 site or blog, this is where you can access it.

Blogging in Office365

Blog: If you are asked to blog inside Office 365, you access the blog by clicking on the drop-down menu under your name, choosing "About Me" and clicking on "blog" on the left side of the screen. Remember, this is not a personal social networking site. Your blog should be school appropriate and related to a class or assignment. If you have more than one blog assignment, be sure to set up categories for each assignment so that you can sort by category to see one assignment at a time.

Need help? See Ms. Watts in the media center!