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Dear Parents

We would like to inform you of the latest technology initiative that is now available to support student learning and digital literacy skills. All students at JCG now have an Office365 education account for the duration of their education in Jersey. We strongly encourage students to start using the software, by downloading the latest Office 2016 suite and the OneDrive app onto either their laptop or desktop, which will make syncing documents with the OneDrive cloud much simpler. The initial benefits of an office365 account for education are as follows:

- OneDrive – safe cloud storage for all school work, which can be accessed anywhere
- 5 full installations of latest Office suite - Office 2016 for PC and Mac
- Online Office suite Apps – including Word, Excel, Powerpoint and Outlook
- Full function of the Office apps for mobile devices (ipads and smartphones)
- The ability to share and collaborate on documents
- Email notifications from teachers and tutors when homework, notes and feedback are available

Whilst students are in College we are able to monitor and receive notification alerts if inappropriate use of either email or OneDrive has occurred. Please do not hesitate to contact the College if at any time you have a concern regarding the use of technology.

#### How to access Office365

In order for students to access their Office365 account students will need to go to the following website:

<https://portal.office.com> or just [portal.office.com](http://portal.office.com)

Select the **education/ business** account option and then login with their school email and password.

The Office365 website requires a little patience in order to navigate to the various apps and familiarise themselves with all the functions and options. We would also like to take this opportunity to encourage students to make more effective use of their JCG email address, as this address is linked with their Office365 account and will keep students up to date with information shared by subject teachers and tutor.

If students would like to access their school email directly via the Mail app on their smartphone or laptop and learn more about Office365 please visit the College website for details: <http://www.jerseycollegeforgirls.com/School-Life/Office365/>

We would also appreciate your support in conveying the importance of password security. Please assist us in supporting students not to share their password with friends, as this will give access to both their emails and Office365 account. Sadly, students do not see this as a problem until something goes wrong or there are friendship issues. Keeping passwords safe and secure is good practice and an important part of online safety for all of us. If a student needs to change their password and needs assistance they should go to the AVA office.

Enclosed is an Acceptable Use Agreement (AUA). Would you please read this with your daughter, sign and return to the School office by Friday 21 October.

If you have questions please do not hesitate to contact me at [r.lea@jcg.sch.je](mailto:r.lea@jcg.sch.je)



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