

Microsoft Office 365 at Buckstone Primary School



Your child has recently been given their own Microsoft Office 365 account. This account will give them access a range of online tools including Outlook email, calendars and OneDrive file storage, which he/she is now using at school to store computer-based work.

Office 365 is the City of Edinburgh Council's online communication, storage and collaboration tool for pupils and staff. It can be accessed from any computer, whether at home, school or elsewhere. (It is also accessible from tablets and mobile devices, via a free downloadable app).

Office 365 allows pupils to:

- Use email to communicate with other pupils and their teacher.
- Save files in their own secure online storage space (OneDrive), and access these files from any computer (at home or school).
- Share files they have created with other pupils and their teacher.

The main advantages of using Office 365 are:

- Pupils can access schoolwork at home, and homework at school – this should make it easier for pupils to share their learning with parents.
- Pupils are able to communicate and share files directly with their class teacher – an easy and effective way to submit homework tasks.
- It allows pupils to gain experience of using an online working environment – helping to prepare them for high school, college or work.
- All pupils who use Office 365 are also eligible to download Microsoft Office completely free, for use on up to five household computers (and also download the mobile/iPad version for up to five devices). Details on this download are found at:

<https://buckstoneprimary.files.wordpress.com/2015/03/365-office-download-for-pupils-flyer.pdf>

Please remind your child **never** to share his/her password with anybody else, to always use email appropriately, and to only store school related files on OneDrive. A full code of practice can be found below.

Accessing Office 365 from home

Visit <http://office365.edin.org> and enter your username and password

When Office365 opens, click 'Outlook' to access your email or 'OneDrive' to access your files. (This may take a while the first time you log in on a new computer).

To access OneDrive from a mobile device, go to the AppStore or equivalent, and search for 'OneDrive for Business'. The app should be available for download to your device.

If you have any questions about your child's Office 365 account, please contact:

admin@buckstone.edin.sch.uk

Helpful links

A list of resources for parents is available [here](#) and you can find user guides on some aspects of Office 365 [here](#)

Buckstone Primary School Microsoft Office 365 code of practice



Do

- **Do** keep your username and password safe. (Your teacher can provide you with a replacement password if you forget it – and you are able to change it yourself if you like).
- **Do** keep your OneDrive space well organised, using folders to store your work.
- **Do** use email only for school related activities.
- **Do** tell your teacher if you receive any inappropriate or offensive emails.

Don't

- **Do not** share your password with anyone else. If you keep a written copy, keep it somewhere safe.
- **Do not** allow anyone else to access your Office 365 account.
- **Do not** store personal files, photos etc. on OneDrive unless you need them for schoolwork.
- **Do not** store any files which are inappropriate or offensive.
- **Do not** use email for personal activities.
- **Do not** send any emails which are inappropriate or offensive.
- **Do not** publish your schoolwork on other file sharing or networking sites if it contains any personal information or photographs.

Sharing Files

- Think carefully before you share files. Only share files if you really need to.
- If someone shares a file with you, only edit the file if you have permission. Otherwise, download the file and save a new copy.
- If you share a file with someone else, try to tell them why you are sharing it, and whether you want them to add anything, or just read it.

Remember!

If you are found to be using Office 365 in an unsafe or inappropriate way, your account may be blocked temporarily or permanently.