

## Appropriate Usage

- Communication with teachers and classmates pertaining to classes
- Communication with guidance counselors, coaches, and club sponsors
- Communication with Colleges and Universities
- Once active, accounts are active until you leave the system or graduate. (You will have access in the summer)

## How to use Office 365

- Google Chrome is the preferred browser.
- Access your account at this site

<https://rcschools-my.sharepoint.com>

## RCS Policy Manual References

- 4.406 Use of the Internet - Students. Pages 53-56 of the Student Handbook and Code of Behavior and Discipline governs student use of the internet, internet safety measures and email. You can download the handbook here.
- ADM 2-6 Student Access to Networked Information Resources (pages 56-58 of the Student handbook)



[FREE Microsoft Office, Cloud Storage, and More](#)

## Student Accounts

Login: Same as the computer login  
username@student.rcschools.net

- Important: *When you sign into the computer, you are also signing into your Office 365 account.*

## It is extremely important that you:

- \* Always *log off* when you have finished using the computer
- \* Never give anyone your account information.

*If you forget to sign off or give your account information to someone, they could use your account, and you would face the consequences of their actions.*

## Corporate Account

- Your RCS account is a corporate account, not a personal account.
- *It is not private* and can be accessed by school officials at any time.

## Disciplinary Action

- Inappropriate use will result in disciplinary action.
- Your accounts are monitored and filtered for inappropriate words, content, and topics
- *Profile pictures can be changed, but they must be appropriate.* This is not your Instagram, Twitter, or Facebook account.
- Disciplinary action will be taken for documents in your OneDrive account that do not pertain to school or class work.

*Items such as music, pictures and video that do not relate to your classes are examples of inappropriate OneDrive content.*

***If you receive something that is inappropriate or makes you feel uncomfortable contact a school official immediately or email [help@rcschools.net](mailto:help@rcschools.net)***

## Office 365 Important Features

### FREE Microsoft Office

- Download Microsoft office on five devices

### OneDrive

- Safely store all your files in the cloud. You can access them at school and at home.
- You can edit Word, PowerPoint, and Excel Files online from home and school.
- OneNote allows you take notes using an iPad, your laptop or a desktop computer.
- There is no need to save as all files are saved instantly as they are edited.

## Office 365 Collaboration

- Office 365 allows you to collaborate with classmates and your teachers.
- Files can be shared with different people so that your teachers can share PowerPoints and other files that you can view on the internet.
- You can turn work in through your One Drive simply by sharing files with them.
- Teachers can comment on your submissions and provide feedback.