



Tredyffrin/Easttown School District

To All Parents/Guardians of Seventh Grade Students:

We are writing to share information regarding District-provided email accounts for students entering grade seven. Consistent with a goal in the Tredyffrin/Easttown School District's Strategic Plan to "harness the power of technology to advance learning while engaging and empowering students in a connected world," students in grades 7-12 have the opportunity to use District-provided email accounts.

Providing email accounts to students affords them the opportunity to take advantage of our cloud storage service, Microsoft Office365. This allows students to access, edit, and save their files from any location (home or school) on any internet connected device, as well as collaborate on documents with classmates and teachers. Additionally, students and teachers in grades 7-12 have consistently expressed an interest in the ability to communicate about school work, such as assignments, through email. Providing student email accounts allows this type of academic communication to take place with both parties using email accounts that are hosted on the District's network.

Students will participate in an orientation session during the first few weeks of the school year. Topics covered in the orientation will include:

- Email - purpose and appropriate use
- Overview of cloud file storage and productivity software - Microsoft Office365
- Review of Acceptable Use Agreement

In addition to online versions of Word, PowerPoint, Excel, and OneNote, families will be able to install the full Microsoft Office suite of applications on up to five personal PCs or Macs for free. Additional information regarding how to download the software will be provided during the student orientations.

Please do not hesitate to contact either of us, or Dr. Michael Szymendera, Director of Instructional Technology (szymenderam@tesd.net; 610-240-1922), should you have any questions.

Sincerely,

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