



# Tredyffrin/Easttown School District

To All Parents/Guardians of Fifth Grade Students:

We are writing to share information regarding District-provided cloud storage accounts for students in grades 5-12. 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 have the opportunity to use a District-provided cloud storage account. Microsoft Office365 will allow 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.

Students will participate in an orientation session during the first few weeks of the school year. The orientation session will provide an overview of cloud file storage and productivity software (e.g. Microsoft Word, Excel, PowerPoint), as well as a review of the Middle School Student Network 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](mailto:szymenderam@tesd.net); 610-240-1922), should you have any questions.

Sincerely,

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