

# DISTRICT 202 ONLINE TOOLS FOR MIDDLE SCHOOL STUDENTS

## Questions and Answers

This year, all District 202 Middle School students will have **FREE access to “Office 365”**.

**Q. What is Office 365?**

A. Office 365 is a package of online learning tools including the latest versions of Microsoft Word, Power Point, Excel and the OneDrive cloud-based storage system.

Office 365 can be installed on up to five computers for every student, free of charge.

**Q. Why is the district providing this learning tool to students?**

A. Office 365 includes several tools that are most commonly used in college and the workplace. Giving it to our Middle School students will help prepare them for high school, and beyond.

**Q. How will this tool be used in the classroom?**

A. Office 365 allows for more collaborative instruction and more active student participation in their learning.

**Q. Is this tool available for Mac users?**

A. Yes. The Mac version is Office 2011 and it requires a Mac with OS X version 10.5.8 or later. Full requirements are posted at <http://www.microsoft.com/mac/system-requirements>

**Q. How do I download Office 365?**

A.

1. Visit <http://portal.office.com>.
2. Log in using your regular District login – “[yourstudentid@psd202.org](mailto:yourstudentid@psd202.org)” – and the password that you use to log in to district computers.

**NOTE:** There are tools for Windows, IPad & iPhone, MAC, and Android products. Select the type of device you want to install on from the page that is displayed after you login.

**Q. What if I don't want my child to have the Office 365 software?**

A. This is a free tool, not a requirement. Just as we do now, teachers will provide an alternative method if students cannot participate in their classroom work for some reason.

**OTHER IMPORTANT POINTS:**

Students must continue to comply with the district's **Acceptable Use policy** while using any district-provided equipment.

We hope you find these new tools helpful for your work in school this year and beyond.

***Questions? Please contact Director of Community Relations Tom Hernandez at (815) 577-4008 or [tahernan@psd202.org](mailto:tahernan@psd202.org)***