

Dear Parent/Guardian:

The Rutherford County School District is pleased to announce that beginning in the 2015-2016 we will be able to provide all 9th – 12th grade students access to Microsoft 365 for Education district wide.

Microsoft Office 365 for Education will provide students anytime, anywhere access to the Microsoft Office Web Apps for Word, PowerPoint, Excel, and OneNote, as well as One Drive for document storage, and the Outlook Email Web App in a monitored email environment. These tools will enable students to collaborate on projects using any of the web apps, which is a need as we continue to work on 21st century projects and assessments.

These student email accounts are very different than consumer email accounts because the system is monitored for explicit language and topics that are not appropriate for student content and accounts can be accessed by administration, if necessary. Monitoring these email helps protect students as required by the federal FCC CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) laws require.

Only students whose parents signed the district’s Acceptable Use Policy at the beginning of the year will have an email created. If your child does not have a current Acceptable Use Policy on file, they will not be able to take advantage of this service. These forms are signed during student orientation each year and can be changed by visiting your school office.

In order to log in to Microsoft Office 365 for Education, students will need to point their browser to the Rutherford County webpage www.rcschools.net and click on the Office 365 Email link found in the left hand menu. The student’s username/email address will be the same as their computer login followed immediately by @student.rcschools.net. The computer username is the first initial of the student’s legal name, last name, and two to four random digits. Example: jdoe123@student.rcschools.net
The password will be the student’s seven digit state ID number (their lunch and library number).

If you have any questions or concerns regarding your student’s use of the Microsoft Office 365 for Education account, please see the contact list below.

Caroline Huff
Technology Coach
Riverdale HS
huffc@rcschools.net

Trey Duke
Inst. Technology Coordinator
RCS District Office
duket@rcschools.net

Jeannie Williams
Inst. Technology Specialist
RCS District Office
williamsje@rcschools.net