



Sir Ellis Kadoorie (S) Primary School

9 Eastern Hospital Road, Sookunpo, Hong Kong

Tel: 2577 3489

Fax: 2882 4520

Web: www.sekps.edu.hk

E-mail: webmaster@sekps.edu.hk

1st November 2016

Notice **33**/2016-17

To: Students of Primary 3 to 6 Parents / Guardians,

Microsoft Office 365 Student's Online Account

Our school is pleased to inform you that students in Primary 3 to 6 will be provided an online Microsoft Office 365 education account free of charge to facilitate e-learning. Each student will be given a login name and a password to access the online account. Students can create, upload, store and share learning materials on the platform. Students will be taught how to use the software and different functions of this online product.

The consent form attached in this notice should be signed and returned promptly.

Responsibilities:

- This online Office 365 account is for educational purpose and school-related activities.
- Students must login through the Internet to access their accounts.
- For security purpose, students should protect their own user account and password from being disclosed to third parties.
- After login to the sites, students' names would be seen by other users on the platform.
- Students must respect all the users and must not abuse their user rights by posting or saving inappropriate contents on the platform.
- Inappropriate use may result in the suspension of their user account without prior notice.
- Our school reserves all the right to create, suspend and terminate any user accounts.

Product features include:

- These services are entirely online.
- Online version of Word, Excel, PowerPoint, OneNote
- Email (Outlook)
- OneDrive (cloud storage)
- Online calendar
- This online account is fully compatible with computers, mobile phones or tablets that run on Android, iOS, MacOS or Windows through Internet connection.
- For details, please refer to the Microsoft websites:
 - ✧ <https://products.office.com/en-us/academic/office-365-education-plan>
 - ✧ <https://products.office.com/en-us/student/office-in-education>

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Our Vision: Develop fully pupils' potentials
Equip them with life-long learning skills
Help them integrate into local community
Develop a global outlook

Our Mission: It is our mission to provide a positive learning environment that enhances each child's opportunity to learn and to develop through educational programme which recognizes the need for growth in moral, intellectual, physical, social and athletic skills, knowledge and attitude.



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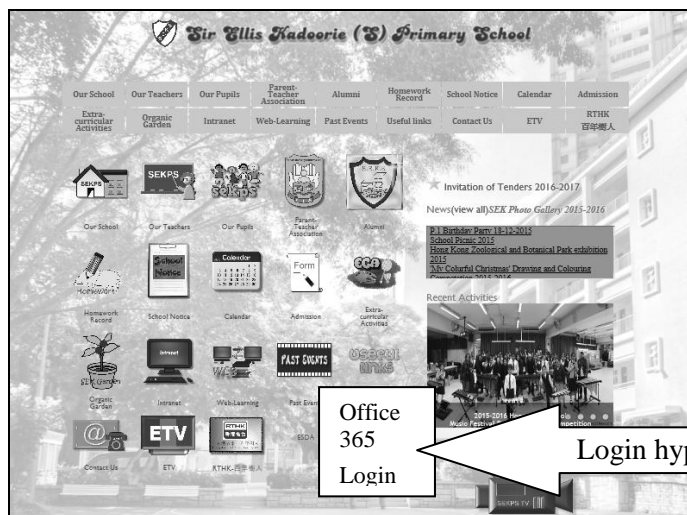
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For Login:

- Please go to our school website: www.sekps.edu.hk for the Office 365 login hyperlink.
- Or go to <https://login.microsoftonline.com/> to access the online account.
- School-based user manual is available on our school web.



Remarks:

Since student's information, documents stored in this online account may be accessible to people other than your child, parents' consent is important in this matter. **Parents must sign this reply slip and return it to your child's class teacher on or before 10th November 2016 (Thursday). Otherwise, your child's account would be suspended.**

Parents need to understand that students' information in the Office 365 account may be disclosed, stored and accessed in the School's e-learning activities. **The consent form in the attached reply slip will be considered valid from the date it is signed until your child is no longer a student in this school**, this includes departed, change school or graduated. Once left the school, this online account will be terminated 14 days after student's last day of school. All stored contents would be removed and could not be recovered.

Ms Chui Sau-man
Headmistress

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Reply Slip
Notice 33 / 2016-2017
Microsoft Office 365 Student's Online Account
Consent Form

(Please return this reply slip to the class teacher on or before 10th November 2016)

Date: _____

To: Headmistress,

I have read School Notice **33** dated 1st November 2016 and fully understand its contents.

I consent to my child being provided with a Microsoft Office 365 online account for School e-learning purposes.

Pupil's Name: _____ () Class: _____

Parent's / Guardian's Signature: _____

Parent's / Guardian's Name (BLOCK LETTERS) _____

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