



FOXBOROUGH PUBLIC SCHOOLS

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Dear Elementary School Parents/Guardians:

We are writing to share that we are implementing Microsoft Office365 and Teams for Education to expand remote learning opportunities for our elementary students. Microsoft Office365 and Teams for Education is an online collaboration program used by our district and other schools to provide students with access to email, online document editing, file storage, web conferencing, and free access to Microsoft Office applications. The Office365 and Teams for Education platform provides a safe learning environment for our students and teachers to collaborate.

At this time, we will primarily be using Office365 and Teams to provide opportunities for students to connect with their teachers using the video conferencing features in Teams. This week our elementary teachers logged into Teams and set up their virtual classrooms. Next week, teachers will be reaching out to schedule check-in sessions with their students. As with any new deployment of technology, we expect there to be a learning curve, but please know we are here to support you. Our teachers are looking forward to reconnecting with their students.

Student Safety and Access

The use of elementary student email will be limited to communicating with students and teachers within the student's school building and approved educational sites. The district has also established varying levels of developmentally appropriate online access to Teams and other Office365 tools.

Acceptable Use

The use of Office365 and student email is subject to all Foxborough Public Schools policies and expectations. These expectations include being a good digital citizen and interacting online in a manner that is consistent with all school policies and rules. Student Office365 and Teams accounts are subject to review by the school administration at any time to ensure appropriate use.

Restrictions/ Limitations for Student email accounts

- Emails are filtered.
- Students experiencing difficulty with their email account should contact their teacher or for assistance.
- The school district does not provide backups for or restorative services for student work. Students are encouraged to print or make backup copies of important files

We are excited about the new opportunities that Office365 and Teams for Education create for our students to work more collaboratively with their teachers and peers as we continue to develop our remote learning plans.

Attached to this email is a quick how-to video and directions to help get your student logged in to Office365 and Teams for Education.

Very Respectfully,

Aaron Hyre
Director of Technology

Amy A. Berdos, Ed.D.
Superintendent of Schools

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