



Harrow Way Community School

Specialist School in Maths & Computing

Harrow Way Community School

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Dear Parent,

We would like to make you aware that we are now able to provide your child, should they wish to take advantage, with a free copy of Microsoft Office to use at home on their own (or family) devices to assist them with their school work.

Harrow Way students are now entitled to:

- A free copy of Microsoft Office 365, for use on up to 5 personal devices (Word, Excel, PowerPoint, Outlook and OneNote)
- Office 365 can be installed on personal PCs, Macs and Apple iOS devices (iPads and iPhones)
- Access to up to 1TB of online storage space, via Microsoft OneDrive, for students to store schoolwork and access it at home as well as in school without the need to use e-mail or carry USB flash drives
- Access to the 'Online' browser-based versions of Microsoft Office

Students can get started by visiting the Microsoft Office 365 portal site, from their own computer, at:

<https://portal.office.com>

Users can log in to this site with their school provided e-mail address [<username>@harrowway.hants.sch.uk] and normal school password. Then, just follow the instructions to install a copy of Office or access the other online services.

iOS Apps for Word, Excel and Powerpoint and the OneDrive online storage are available in the Apple App store and require the same login details as well.

This is a new service we're now able to offer to Harrow Way students and the way we offer it may be reviewed over time, so we ask that students use it sensibly and responsibly, as per the 'Computer Use Agreement' in the front of their log books. Parents should also be aware that this agreement only lasts while students remain on-roll at Harrow Way and may be withdrawn at any time should our licensing agreement with Microsoft change.

Finally, please be aware that we are unable to provide technical assistance for our students who have issues installing Office or for other problems with their own hardware, but any problems logging in or other questions should be directed to the IT office.

Yours sincerely,
Giles Davis
IT Network Manager