Microsoft® Office 365

Student Email and Office 365

New for SCPS students is Office 365 and email provided for free by the Seminole County Public Schools.

Below are some of the benefits of using Office 365.

1. This email account is your official SCPS email account that all your teachers will be able to use to send

    your grade updates, assignment reminders, etc.

2. With this free email account you also get access to installing many of the Microsoft software products

    on your home computer, personal laptop, iPad, and phone.
    a. Word
    b. Excel
    c. PowerPoint
    d. Outlook
    e. OneNote

3. You will also have access to OneDrive. In OneDrive you can keep all the school files you need for your

    classes and assignments. They will be available wherever you are in the world as long as you have
    Internet access. No more worrying about where you saved your files. They are in the Cloud.

It's not just email…it's so much more, and it's all free to students of SCPS!

To log in and begin using Office 365, go to the Jackson Heights Middle School website.

http://www.jhms.scps.k12.fl.us/

Click on **EPASSPORT.** You log in with the same user name and password you use to sign in to a computer on campus.

Once logged in to **EPASSPORT,** you will find many of the programs you use as a student in Seminole County Public Schools.

Discovery Education, eCampus (Blackboard replacement), i-Ready, Office 365, Pearson SuccessNet, Skyward Student Access, and Think Central.

On the main page of **EPASSPORT** you will find a link to other areas, such as Library Links

The library links page will give you access to many of the student online resources.

EPSCOHost, Florida Electronic Library, Horizon, Salem Press, TeachingBooks.net, TumbleBook Library, and World Book Online.

More resources will be added to these pages as they become available.

Please note that when you leave Seminole County Public Schools either through graduation or moving to another school district, all the resources listed above will no longer be available to you. This includes any files saved in OneDrive.

When using online resources provided by Seminole County Public School you are to follow the Acceptable Use Policy for Creating Digital Citizens (SBSC Policy 5.52) which is part of the Student Code of Conduct.

Here are some highlights from the policy but you are encouraged to review policy at

http://www.scps.k12.fl.us/Students/StudentsSZ/StudentCodeofConduct.aspx

The use of technology resources provided by SCPS should support educational objectives.

 Cyber-bullying, harassing, insulting, and/or spreading messages of hate or discrimination is

   unacceptable.
 Protect personal information of self and others by not sharing full names, home addresses, phone

   number(s), ages, birthdates, and passwords.

Remember, your safety and the safety of your peers is everyone's responsibility. You can help by practicing good *Digital Citizenship* behavior.