

# Warren Hills Regional School District

Washington, New Jersey

Earl C. Clymer  
*Superintendent of Schools*



Brian J. DeBoer  
*Supervisor of Technology*

September 6, 2016

Dear Parent and Students:

The Warren Hills Regional School District is pleased to announce that all students will be provided with a district-issued Microsoft Office 365 account beginning this school year. Microsoft Office 365 is a powerful collection of digital tools that allows students to work collaboratively with their teachers and peers to extend learning beyond the classroom. This includes familiar applications such as Outlook email, calendar, OneDrive cloud storage, Word, Excel, PowerPoint, Sway, and more. In addition, students will have access to five installations of the complete Microsoft Office suite, to be used on their personal computers or mobile devices. This is an exciting opportunity for all of our students as they will now have access to a secure school email account, cloud storage, Word, Excel, and PowerPoint wherever they are on any device connected to the Internet.

This initiative is part of the broader district strategy to increase communication and equity of access to digital learning tools within and outside of the traditional learning environment. These tools will also help prepare our students for success in their careers and in higher education. The Microsoft Office 365 platform has been widely adopted by businesses, colleges, and universities throughout the country due to the professional quality of its productivity applications as well as the level of security offered to individual users.

As always, a safe learning environment is our highest priority. Microsoft Office 365 is certified compliant with the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), and Children's Internet Protection Act (CIPA). This ensures that our students' data will not be used for commercial purposes. The platform also incorporates built-in malware and spam filtering measures to further ensure student safety. As an additional security measure, all email communications will be monitored for inappropriate language and archived locally on-site.

To access their accounts, students must visit <https://login.microsoftonline.com>. They will use their existing username appended by @warrenhills.org and their existing login password to gain access. Students are reminded not to share their credentials with anyone else. A link has also been placed on the top of each homepage on our website. From this point forward, students are expected to use their district-issued accounts to communicate with all district personnel.

Please contact our Technology Department at [technology@warrenhills.org](mailto:technology@warrenhills.org) if you need assistance accessing your account or have any other questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian J. DeBoer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian J. DeBoer

[www.warrenhills.org](http://www.warrenhills.org)