DATE

Dear Parent/Guardian of ,

Our school takes advantage of several online services provided to us by the district and/or the state. These online services include Live@edu (including student email, SkyDrive, and OfficeLive and more), JCPS Online, Kahn’s Academy, and some other accounts. To this end the state, district, and this school will provide your child with a username/password to access these accounts.

The State of Kentucky has provided your child access to Live@edu. This is part of the Windows Live product that Microsoft offers as a part of its services to our state’s education system. This service will allow your child to access their documents from both school and home. Office.live.com provides a modified version of Microsoft Word, Excel, PowerPoint and OneNote. By using this service, students do not have to own these programs at home, and they will not have to worry about which version of the program they are using at school and at home. It also allows 25 gigs of storage space for their documents. Students can share files with classmates and/or teachers to make collaboration an easy and valuable process. The student email system is also a part of this service.

Your child will go through training on how to use this system correctly. With all of these services, there are rights and responsibilities. Part of our job as teachers and parents is to help students to become a good Digital Citizen. To that end, the school and district expects students to follow all guidelines outlined in the Student Code of Conduct when using any school equipment or services.

If you have any questions regarding privacy issues or concerns, please feel free to contact me or Jana Hickey at Computer Education Support (485-3010). Because your child may be under the age of 13, federal law requires that we notify you of these services. You can read more about this at <http://www.coppa.org/>.

Below you can find your student’s User Name, email address, and original password that will be used in most of the online accounts.

Username:

Student Email Address:

Password:

**Before we can allow your child on a computer the two attached forms must be signed and returned to the school.** If you want to know more about your child’s rights and responsibilities, please check out the Student Code of Conduct book at <http://www.jefferson.k12.ky.us/Pubs/codeofconduct.pdf>. The assistant principal will discuss this book with your student and you will be asked to sign and return the form inside the book. We appreciate your help in this matter. If you have any questions, please contact me at 937-9504.

Sincerely,

Deborah Schweitzer  
 School Technology Coordinator  
The Phoenix School of Discovery