



Dear Sir/Madam

As part of Marshland's service agreement with Microsoft, we are now able to offer students Microsoft Office 365 Pro for free for as long as your child is a student at Marshland High School.

To use this free software, you must sign into the Microsoft portal (<https://login.microsoftonline.com>) via an account that is linked to your child's name.

Once logged in, you can either run Office 365 from within your browser or choose to download Office 365 Pro to your PC. Running the software through your browser is the preferred method. This is also the most flexible as it can be run from any computer.

It is important that these logon details are kept secret and not shared with anyone else. Microsoft limits the number of times and devices that the software linked to your account can be downloaded and installed. If there is any suggestion that the software account has been shared with others or compromised in any way, Microsoft will automatically and permanently disable that account. Once the account is disabled the Office package will become unlicensed and unusable. The school will not be able to reactivate the account, and will not be able to offer any alternative solutions.

Once your child leaves Marshland High School, the school has to remove their Microsoft account in accordance with our service agreement. This will deactivate and disable the Office Suite installed on all your devices. Should you sell or dispose of your old computer, you will need to deactivate and remove the copy of Office you have installed, otherwise you will not be able to reinstall Office on your new machine.

In order to take advantage of this offer, you will need to sign the disclaimer below, and return the slip to school. Your child will then be issued with a username and password to the Microsoft Portal. When you sign into the portal for the first time it is important that you add all required information, including an email address and mobile phone number. This is used in the event you forget your password, so a new one can be issued by Microsoft. If you forget your password and have added no recovery information, you may be unable to access the Office software in the future, as the school doesn't have direct access to your account information.



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Reply slip / disclaimer.

Please return to Reception for the attention of the IT Manger.

I would like to take advantage of the offer of Microsoft Office 365 for the time my child is at Marshland High School.

I understand that the logon information is private and must not be shared with anyone else at any time for any reason.

I understand that once my child leaves Marshland High School the account will be deactivated and the software will cease to work.

I understand that failing to provide Microsoft with an email address and mobile phone number could result in my account details being lost, that the school cannot recover them, or provide any alternate solutions.

Logon Details will be emailed to the student at their school email account. If you would like a copy of these details, please clearly add your email address to the bottom of this form.

Parent / Carer

Full Name: _____

(block capitals please)

Email Address: _____

(Optional)

Signature: _____

Student

Name and Reg: _____

(block capitals please)

Registration: _____

(block capitals please)

