



Dear Heany Park Primary School families

Microsoft Office 365 is a cloud based offering by Microsoft that enables school staff to access software and to store and access documents anytime, anywhere, using a variety of devices. The Department have provided all staff in Victorian government schools with access to:

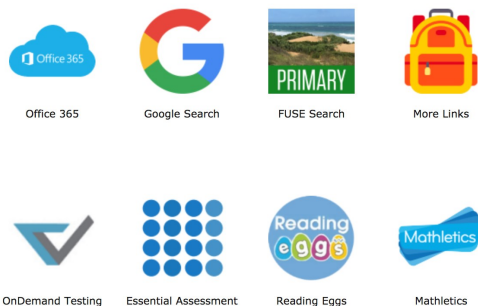
- Installation of the Microsoft Office productivity suite (including Word, Excel, PowerPoint, OneNote etc.) on up to five devices at home or school. Devices can be PC, Mac, iOS or Android
- OneDrive 1 terabyte of online storage for school work and curriculum material - with the ability for file sharing and collaboration between students and teachers
- Our student home page at go.heanyparkps.vic.edu.au/students providing access to online services students use at school including Mathletics, Reading Eggs, ClickView, Primary Connect FUSE search engine, robotics links, student emailing - accessed with the attached log in details for your child
- Can be used at any school that offers MS Office 365 at primary and secondary levels

These capabilities are provided at no cost to school staff to support teaching requirements. The **attached quick guide** enables you to start using your Office software and online storage to share documents with multiple people and devices, regardless of location, direct from the cloud.



At school, the following site is available to students and now accessible at home using the log in details for Office 365:

go.heanyparkps.vic.edu.au/students



Kind regards
Janet Evison - Principal