



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT
MARLBORO HIGH SCHOOL

95 NORTH MAIN STREET
MARLBORO, NEW JERSEY 07746
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| Shaun Boylan Principal | Elena Andreacci Assistant Principal | Jeannette Bruno Assistant Principal | Scott Liptzin Assistant Principal | David Ryden SECA |
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September 6, 2016

Dear Parents/Guardians & Students,

The Freehold Regional High School District is committed to a forward-thinking technology-infused approach to learning. The District has issued email accounts to all of our students as part of our efforts to advance communication and collaboration. Educating our students on appropriate email communication is an essential college and career readiness skill.

The primary purpose of student email is for students to communicate with school staff regarding assignments and school activities and to collaborate with fellow students. When using District email, students must observe the guidelines outlined in the Network Use Agreement, Student Code of Conduct, and Board of Education Policy and Regulation 2361: *Acceptable Use of Computer Network/Computers and Resources*. Additional information is also provided in this communication; please carefully review the expectations for appropriate use of student email and the District network with your child.

Please be advised that all student emails are archived and can be monitored by administrators. Inappropriate system use can result in the loss of these privileges as well as result in possible disciplinary or legal action. The Freehold Regional High School District has the right to revoke any student's email account if it is determined that the email account was used inappropriately or used in a manner that violated District policies. Students are responsible for messages sent from their accounts. Students should not share their account information or passwords.

If you have any questions, please feel free to contact your child's building administration.

Marlboro HS Administration



Frequently asked questions

Q. What is my username?

Your school username is your school code followed by your year of graduation and your first initial and last name.
217JSmith

Freehold School Code 1
Township School Code 2
Howell School Code 3
Manalapan School Code 4
Marlboro School Code 5
Colts Neck School Code 7

Q. What is my email address?

Username@frhsd.com
217JSmith@frhsd.com

Q. What is my password to log into the network and e-mail?

All district network account passwords have been reset and will be distributed during the first week of school.

Q. Can I share my account information?

No. Your student account information (username/password) is personal. You should never share your password with anyone. Sharing password is a violation of the District acceptable technology use policy.

Q. How can I log into my student email account?

Students can log-in to their email using their school email address and password by going to www.frhsd.com and clicking on "Email" (top left corner of the page) or by going to <http://outlook.com/frhsd.com>.

Q. Why should I use my school email account?

Your school email account should be used for **professional school-related** communication. For example:

- Communicate with your teachers
- Communicate with classmates for school related assignments
- Communicate with colleges: many schools provide links to their admissions department that you can use to ask questions, set up tours, or to ask for financial aid information.

Q. What is the difference between your school email and other email accounts you might have?

Your school email is a professional email account. You should use professional communication and use your school email **for school-related communication ONLY**.

Q. Can I use other emails accounts?

School staff will only use your school email address to communicate with you. Under normal circumstances, teachers will NOT contact you at your personal email account (e.g. Yahoo, Hotmail, Comcast, etc.). In addition the District internet server might not support some of those third party email accounts.



Q. How much information can I store on my school email?

Your school email has a storage capacity of 50GB. We expect this will be enough for the duration of your academic career in the district. However, we encourage you to maintain an organized email inbox and delete anything that is not needed.

Q. Will I have access to email during school breaks?

Yes. Your student email account will remain active until you are no longer an active student (e.g. you graduate, or move to another school).

Q. Is my school email private?

We do NOT share your information outside the school. However, student email is reviewed by school personnel. School administrators can read all the emails you send or receive with your school email to ensure appropriate use. For regulatory purposes, student email is automatically archived, so there is a copy of every email you send or receive for administrators to review, even if you deleted them from your email.

Q. Are there consequences for inappropriate use of email?

Consequences of inappropriate use of student email may include, but are not limited to: loss of computer privileges, alternative assignments, detention, and suspension.

Q. What should I not use my school email for? • Do not send forwards/chains to your teachers or other students.

- Do not use your school email to register at websites (e.g. do not use it register it on Facebook or other social media sites).
- Do not email your teachers for casual conversation.



Office 365 for Education Quick Start Guide for Students

<http://outlook.com/frhsd.com>

Office 365 now includes full version of Office 2016 to install on your **home** computer **for free**.

Please be aware, the district cannot assist with the download or install of Office 2016 on your home computer(s) or the Office 365 app on your personal smartphone or tablet devices.

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1. To access Office 365 go to: <http://outlook.com/frhsd.com>
 2. Sign in with your username and password
 3. Click **Sign In**
 4. If this is your first time logging into Office 365, set up your account per the prompts and then click on **OneDrive**.

NOTE: In order to use the Office 365 apps for iPad or Android, you must log into the Office 365 website above to set up your account.

Students will have access to the following resources:

- Web-based Outlook (which includes Email, Calendar and Contacts) – this is a district issued and monitored email account
- Cloud based Office (includes web-based versions of Word, Excel, PowerPoint and OneNote)
- OneDrive (online storage of files, documents, music, pictures, etc. that is accessible from any computer with internet access).
- All of these resources will enhance student and teacher collaboration on classroom projects.

Office 365 can be accessed 24 hours a day/7 days a week using any computer, smartphone or tablet with internet access.