



Nepean school uses Office 365 for Education in the classroom as part of our teaching and learning program. Office 365 for Education is an internet-based service provided by Microsoft for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home.

To enable your child to sign-on and access these online services as part of our schools teaching and learning program, Microsoft require access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to Microsoft and opt-out your child from using Office 365 for Education. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria). You can access personal information held by the Department about you and your child under the Freedom of Information Act 1982 (Victoria). If a mistake in that personal information is identified, the Department is required to correct it under the Privacy and Data Protection Act 2014.

Microsoft's Online Services Terms provides further information on how Microsoft may use your child's personal information.

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue during school hours.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Office 365 for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Office 365 for Education.

When using Office 365 for Education, students continue to be responsible for their behaviour as outlined in our school's Students I.C.T Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to Office 365 for Education, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school.
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using Office 365 for Education, please complete and return the slip provided at the back of this form. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Microsoft Office 365 factsheet

What it is

Office 365 is an internet based service delivered by Microsoft for **educational purposes only**. It provides students with access to email, calendar, blogging, document sharing and video-conferencing facilities from school, and at home.

What it is not

Office 365 is **not** for student records. Office 365 is **not** to be used for your child's personal activities and must be used in accordance with his/her school's Acceptable Use Agreement.

Protecting student information in Office 365

Before deciding to use the services, the Department undertook a privacy and security risk assessment and has an arrangement with Microsoft that sets out how information will be protected. The arrangement means that:

- Ownership of user data rests at all times with users, not Microsoft.
- Microsoft will meet stringent international standards widely acknowledged as the benchmark for providers of Online Services.
- Microsoft will demonstrate it has met its user data commitments via annual audit conducted by an independent third party auditor.

| | |
|---|--|
| <i>What data is collected and where is it stored?</i> | <p>Personal information such as their name and schoolwork may be collected by the system.</p> <p>Outside of Australia, Microsoft may hold and support user data in its data centres located around the world.</p> |
| <i>How is the data used?</i> | <p>Microsoft will only use information it holds to provide the services to the school. It will not use it for other purposes such as marketing activities or analysing student use of the services.</p> |
| <i>Is the data secure?</i> | <p>Physical data centre access is restricted to authorised personnel. Microsoft personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.</p> |
| <i>When is the data deleted?</i> | <p>Microsoft will remove all user and associated data from its system when the Department removes a user account from the system. If the agreement between the Department and Microsoft ends, Microsoft will provide access to the data for 60* days and after that will delete all the information.</p> |
| <i>How is the data disclosed?</i> | <p>Microsoft will only disclose information to other parties where needed to provide the services or where required by law.</p> |

Microsoft Office 365 Privacy Information

Microsoft Office 365 Terms and Conditions

<https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>

Further information on how Microsoft protects privacy:

<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>.

Frequently asked questions:

<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx>.

Overview of how you can help to make sure that your child can use Office 365 safely:

Refer to the attached magnet.

***BASED ON MICROSOFT OFFICE 365 TERMS AND CONDITIONS (4 JUNE 2015)**

How you can help to make sure that your child can use Office 365 safely

How can you make sure that your child can use Office 365 safely?

Microsoft Office 365 offers your child:

- **Microsoft Exchange:** Email, use the calendar and set meetings with anyone with an email address.
- **Lync:** Talk online to other students, using instant messages, voice chat and video chat.
- **SharePoint:** Access school intranet and class site anywhere anytime.
- **OneDrive for Business:** Share documents with other students and teachers.
- **Microsoft Office:** Complete class work and assignments using Word, Excel, PowerPoint and OneNote.
- **Yammer:** Post pictures, post comments and chat with other students and teachers.
- **Office Video:** Post videos to all Victorian school students.

To ensure a safe experience, your child:

SHOULD NOT

- ✗ Make friends with strangers online
- ✗ Talk about where he/she is or share telephone numbers anywhere online
- ✗ Share his/her passwords
- ✗ Post, save or share anything about his/her and other people's private information
- ✗ Bully others online
- ✗ Put up with cyber-bullying

SHOULD

- ✓ Think before putting anything online
- ✓ Use apps for school work only
- ✓ Learn that not everything on the Internet is true
- ✓ Know what to do if he/she is being bullied
- ✓ Learn that information on school apps can be seen by other people

How you can help:

- ✓ Remind your child of his/her SHOULD and SHOULD NOTs
- ✓ Talk about your child's online activity, just like school and sports
- ✓ Teach your child what other people should not be saying to them
- ✓ Know who your child interacts with
- ✓ Supervise your child's access when not at school
- ✓ Make sure your child knows that it is safe to come and talk to you
- ✓ Remind your child that all his/her school apps are monitored by teachers and principals
- ✓ Contact the school if you suspect that something is wrong



INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.



Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Stream
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

<https://products.office.com/en-au/student/office-in-education>



What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in Victoria and New South Wales.

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name: