

MICROSOFT OFFICE 365 EDUCATION - PRIVACY INFORMATION AND CONSENT FORM

Alkira Secondary College uses Office 365 Education in the classroom. Office 365 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. Office 365 for Education includes the following online services:

Office 365 Education ('online services')

1.Exchange online email	6.Yammer
2.Lync online	7.Office video
3.SharePoint online	8.OneNote Classroom
4.OneDrive for Business	9.Microsoft Classroom
5.Microsoft Office apps	10.Sway

Terms and conditions

Microsoft Online Services Terms and privacy information can be found by clicking on the links opposite:

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

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

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

Consent for Microsoft to access specific personal information of your child

We seek your consent for your child to use the above stated Office 365 Education online services. To enable your child to sign-on and access these services, Microsoft require access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

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.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. 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 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 Education.

Student responsibilities when using online services

When using Office 365 Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

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

Acknowledgement and Consent for student use of online services

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form – Office 365 Education.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

I have read the information about the online services and hereby consent for my child to access the online services:

Student ID:

First Name:

Last Name:

Parent / Guardian Signature:

Parent / Guardian Name:

Date: