

# Microsoft Office 365 Privacy Information and Consent Form

## INFORMATION

Our school is planning to use Microsoft Office 365 in 2023.

We need to seek your consent to your child using Office 365. Under the *Information Privacy Act 2000* (Vic) (IPA), we need to seek your consent because Office 365 uses 'cloud computing', which means that Microsoft stores information from Office 365 outside Australia. The IPA imposes rules on how your personal information is used, including where it is stored.

Office 365 is an internet based service, delivered by Microsoft, with the potential to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities from school, and at home.

Office 365 is not for student records. No student address information, health, medical, behavioural or welfare information will be stored in Office 365.

Office 365 provides the potential to improve the way our staff and students create, share and collaborate with each other, and the potential to communicate with staff and students at other Victorian Government schools.

Whilst we are keen to see whole classes experience the benefits of Office 365, if you do not provide consent, your child will not have access to Office 365 and alternate arrangements for allocating work will be made.

## Collection, purpose and storage of personal information

If your child uses Office 365, personal information such as their name and schoolwork (which may include photographs and recordings) will be collected by the system and stored on databases outside Australia. Office 365 is being trialled to explore its potential to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities both at school and at home

John Mitsinikos  
Principal

## Accuracy of personal information

We endeavour to ensure that all information held about your child is up to date and accurate.

## Using personal information

School staff may access your child's personal information kept on Office 365, as part of the school's usual duty to monitor student work and to support the safe and appropriate use of equipment and systems for all students.

If personal information is disclosed in any other way to other employees, contractors or agents of the Department of Education and Training (DET), then DET will remain responsible for protecting the information unless these people or organisations are required to comply with the IPA or a law that is substantially similar to the IPA.

In some instances DET may be compelled by other laws to disclose information held about you or your child to other bodies such as a court.

## Accessing personal information

You can access personal information held by DET about you and your child under the *Freedom of Information Act 1982* (Vic). If a mistake in that personal information is identified, DET is required to correct it under the IPA.

## MICROSOFT OFFICE 365 EDUCATION - PRIVACY INFORMATION

Kurunjuang Secondary College 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. 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

Additional Microsoft 'online services' may be added by our school to further support teaching and learning

### 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>

### Microsoft access to specific personal information of your child

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.

### 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. 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.

### Student responsibilities when using online services

When using Office 365 for 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.

### Purpose of this Privacy Information and opt-out form

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.

**OFFICE 365 FOR EDUCATION - OPT-OUT FORM**

I wish to opt-out my child, ..... Year ..... from using Office 365 for Education. As a result, I understand my child will not have access to the online services and alternate arrangements for allocating work will be made.

**Parent / Guardian Signature** .....

**Parent / Guardian Name** .....

**Date** .....