

## Microsoft Office 365 factsheet

### What it is

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 for educational purposes only. It allows students to share documents online, submit work, send email and instant messages and join video-conferences. Our school will use Office 365 to provide information such as school daily news, school and class calendars and tasks as well as educational resources.

Students will use Office 365 tools from the school portal. Once they log in to the system they will have access to school information and to their class sites if these are used.

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### How is information collected and stored?

If your child uses Office 365, personal information such as their name and schoolwork (which may include photographs and recordings) may be collected by the system and stored on databases outside Australia.

Office 365 is being deployed to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities both at school and at home.

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### How do we intend to use the 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.

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### How is the information disclosed?

If personal and sensitive information is disclosed in any other way to other employees, contractors or agents of the Department, then the Department will remain responsible for protecting the information unless these people or organisations are required to comply with the *Privacy and Data Protection Act 2014 (Act)* or a law that is substantially similar to the Act. In some instances the Department may be compelled by other laws to disclose information held about you or your child to other bodies such as a court.

### What it is not

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 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.

### Benefits of using 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.

### Risks of using Office 365

While the school aims to protect your child's information to the best of its ability, your child's personal and sensitive information may be shared with their peers and between schools, the same as on the internet.

The benefits of Office 365 outweigh the risks, in today's age. As such, we encourage you to talk to your child about acceptable use of Office 365.

### Protecting student information in Office 365

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

- 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.
- Microsoft will only disclose information to other parties where needed to provide the services or where required by law.
- The school, the Department and your child can retrieve information at any time.
- If the agreement between the Department and Microsoft ends, Microsoft will provide access to the information for 90 days and after that will delete all the information.

Further information on how Microsoft protects privacy can be found at the Microsoft Trust Centre for Office 365. Refer

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

Frequently asked questions regarding data ownership, security and privacy for Office 365 can be found on the Microsoft top ten trust tenets site for Office 365. Refer <http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx>.

Refer to the attached magnet for an overview of how you can help to make sure that your child can use Office 365 safely.

## Selection of applications

There are a number of applications deployed by our school however we have provided the opportunity for you to select the most appropriate services. Please see below a brief description for each service and select the ones that you would like your child to access:

Services	Description	Benefits to Your Child	Things You Need to Be Aware of
<b>Exchange Online / Email for Students</b>	This includes email, calendar, contacts, 50GB mailboxes.	<ul style="list-style-type: none"> <li>✓ More storage space</li> <li>✓ Easy search of staff and students from the same school</li> </ul>	<ul style="list-style-type: none"> <li>! Your child can send and receive emails from anyone</li> </ul>
<b>Lync Online</b>	This includes instant messaging and supports online meetings with video and audio.	<ul style="list-style-type: none"> <li>✓ Full experience of audio and video for online meetings</li> <li>✓ Provides whiteboard capability in group discussion</li> </ul>	<ul style="list-style-type: none"> <li>! Your child is able to have private conversations with any students at his/her school</li> <li>! Personal conversations are recorded in his/her email accounts</li> </ul>
<b>SharePoint Online</b>	SharePoint supports announcements, tasks, calendar, blogs, wikis and document/picture libraries.	<ul style="list-style-type: none"> <li>✓ Support your child's access to the school portal and class sites for a range of collaborative activities</li> <li>✓ Your child's access is restricted to his/her class and school</li> </ul>	
<b>OneDrive for Business</b>	This provides online storage in the cloud. Files can be shared with staff and students as needed.	<ul style="list-style-type: none"> <li>✓ 1terabyte (TB) storage</li> <li>✓ Your child can jointly write and edit documents with other students</li> </ul>	<ul style="list-style-type: none"> <li>! Your child may share documents with students and staff from other schools</li> </ul>
<b>Office Web Apps</b>	Web based Word, OneNote, PowerPoint and Excel.	<ul style="list-style-type: none"> <li>✓ Enables your child to create and edit Word, OneNote, PowerPoint and Excel documents with any modern browser</li> </ul>	
<b>Yammer</b>	Yammer is a private social network. Schools can post events, news, activities and pictures within their group.	<ul style="list-style-type: none"> <li>✓ Allows your child to actively collaborate with his/her class about school work</li> <li>✓ Allows your child to socialise with other students online</li> <li>✓ Relationship building with other students</li> </ul>	<ul style="list-style-type: none"> <li>! Your child can see and be 'friends' with students / staff from other Victorian schools</li> <li>! Your child may have access to content that is not restricted to his/her age</li> </ul>
<b>Office Video</b>	Office Video provides schools with a destination for posting, sharing and discovering video content.	<ul style="list-style-type: none"> <li>✓ Promotes knowledge sharing</li> <li>✓ Provides channels to school activities</li> </ul>	<ul style="list-style-type: none"> <li>! Your child can search for students / staff from other Victorian schools</li> </ul>

## 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



## Attachment 1 – Online Services Available for Schools – Microsoft Office 365

Services	Description	How will students use the service
<b>Exchange Online / Email for Students</b>	This includes email, calendar, contacts, 50GB mailboxes.	<ul style="list-style-type: none"> <li>Office 365 will provide students with an email addresses.</li> <li>The student's full name and location are not included or apparent from their email address. Email addresses follow the student's eduPass user name, for example <a href="mailto:jcsmi123@schools.vic.edu.au">jcsmi123@schools.vic.edu.au</a>.</li> </ul>
<b>Lync Online</b>	This includes instant messaging and supports online meetings with video and audio.	<ul style="list-style-type: none"> <li>Students and staff will be able to search for people and communicate with people outside their school, but within the Victorian government education system.</li> </ul>
<b>SharePoint Online, including Project Online</b>	SharePoint supports announcements, tasks, calendar, blogs, wikis and document/picture libraries.	<ul style="list-style-type: none"> <li>SharePoint will support the school portal and class sites and allows for a range of collaborative activities. For example, students can jointly write and edit documents.</li> <li>Staff will be able to moderate the SharePoint environment including setting permissions for participation, for example, read or edit permission. Students or other people outside the school will not be able to access posts or documents.</li> <li>Students will be able to report any concerns or abuse that arises in the use of Office 365 using the Report Abuse facility on each page.</li> </ul>
<b>Office Web Apps</b>	Web based Word, OneNote, PowerPoint and Excel.	<ul style="list-style-type: none"> <li>This allows students to create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.</li> </ul>
<b>OneDrive for Business</b>	This provides online storage in the cloud. Files can be shared with staff and students as needed.	<ul style="list-style-type: none"> <li>Students and staff will only be able to share files with people on email directories within the Victorian government education system.</li> <li>They will not have access to storage directories for any other person unless they have shared a file with them.</li> </ul>
<b>Yammer</b>	Yammer is a private social network. This includes posting events, status and pictures.	<ul style="list-style-type: none"> <li>Schools will be able to organise school events within their school groups.</li> <li>Staff can create private spaces for students within the class to communicate.</li> <li>Students and staff will be able to search for people and communicate with people outside their schools, but within the Victorian government education system.</li> </ul>
<b>Office Video</b>	Office Video provides schools with a destination for posting, sharing and discovering video content.	<ul style="list-style-type: none"> <li>The Department determines who will have authority to manage the homepage and create channels. Students and staff will be able to search for people on the same directories.</li> <li>Every video player page has access to share directly into Yammer via online conversations. Only people who have been given permission in the channel can view shared videos.</li> </ul>