

# Heany Park Primary School - Microsoft Office 365 online service

#### Known as the "Heany Park Student Cloud"

# **Privacy Information and Consent Form**

## Dear Parents/Carers,

Heany Park Primary School uses **Microsoft Office 365.** We trialled it with some classes in 2014 and we now allocate usernames and passwords to all staff and students. It is an excellent resource for our school community, providing links to Literacy, Numeracy, PYP Transdisciplinary units of inquiry, email facilities and much more. Students with an account now also have free access to 5 copies of the Microsoft Office Suite to download on to any computer or personal device at home.

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

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

MS 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 MS Office 365, if you do not provide consent, your child will not have access to MS Office 365 – named the **Heany Park Student Cloud**.

Once we receive consent, students will be provided with a **username and password** via a sticker in their diary, that can be used at **home and at school**, as well as the site link for the **Heany Park Student Cloud** site.

Only students with signed consent and a signed Acceptable Use Agreement for Internet and Digital Technologies will be allocated log in details.

It requires an up to date Internet browser and operating system (Windows XP no longer supported).

## Collection, purpose and storage of personal information

If your child uses MS Office 365, personal information such as their name and schoolwork (which may include photographs and recordings – if they have permission for these on record at school) will be collected by the system and stored on databases primarily within Australia. MS Office 365 is recommended by the Department of Education and Training (DET) 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.

# **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 MS 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 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.

# These documents are available online and from the school upon request:

- ICT Policy (local school document)
- Privacy Policy (local school document)
- eSmart Policy (local school document)
- Information Privacy Policy DET download available at http://www.education.vic.gov.au/pages/privacypolicy.aspx

Should you have any concerns please don't hesitate to contact your child's teacher or our Digital Technologies leader.

# Consent for student use of Microsoft Office 365

Please return the consent form to the class teacher (not the office) as soon as possible so it can be processed.

Janet Evison - Principal

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# Consent for student use of Microsoft Office 365 - "Heany Park Student Cloud"

By signing and returning this form you confirm that:

- You have received and read the Consent Form and have read the online Information Privacy Policy abovementioned.
- 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 enrolled at the school
- You understand that this consent on behalf of your child may be withdrawn at any time upon your request
- 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 MS Office 365 and provide permission for my child/children |      |          |                                |  |  |  |  |
|--|------|----------|--------------------------------|--|--|--|--|
|  |      | of Years | to access this online service. |  |  |  |  |
|  |      | /        |                                |  |  |  |  |
| Signature  | Name | Date     |                                |  |  |  |  |