

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.

What data is collected and where is it stored?	Personal information such as their name and schoolwork may be collected by the system. Outside of Australia, Microsoft may hold and support user data in its data centres located around the world.
How is the data used?	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.
Is the data secure?	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.
When is the data deleted?	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.
How is the data disclosed?	Microsoft will only disclose information to other parties where needed to provide the services or where required by law.

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)

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. Details have been verified against the Victorian Government discussion paper on cloud computing in the public sector⁷:

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

⁷ Refer: 2.2.1; http://dataprotection.vic.gov.au/images/content/pdf/Cloud_Computing_in_the_Victorian_Public_sector.pdf

Services	Description	Benefits to Your Child	Things You Need to Be Aware of
Office Video 	Office Video provides schools with a destination for posting, sharing and discovering video content.	<ul style="list-style-type: none">✓ Promotes knowledge sharing✓ Provides channels to school activities	! Your child can search for students / staff from other Victorian schools

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

