



Portland Secondary College

Microsoft Office 365

Consent Form

Consent for Microsoft to access specific personal information of your child

Dear Parents/Carers,

MICROSOFT OFFICE 365 EDUCATION - PRIVACY INFORMATION AND CONSENT FORM

Portland 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>

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.

Student responsibilities when using online services

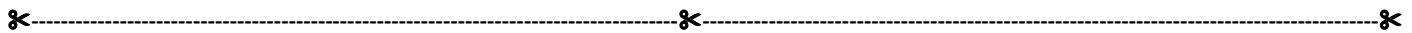
When using Office 365 Education, students continue to be responsible for their behaviour as outlined in our school’s Students Acceptable Use Agreement. The main themes of this agreement are:

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

Should you have any concerns please don’t hesitate to contact our ICT Manager – Andrew Rogers or our eLearning Leader – Dale Cumming.

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

Dale Cumming – eLearning Leader



Consent for student use of Microsoft Office 365

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. • You understand that the use of Office 365 is limited to school related activities

I have read the information about **MS Office 365** and provide permission for **my child/children**

..... of Forms to access this online service.

...../...../.....

Signature

Name

Date