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.

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.
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.
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.

Online Services Available for Schools – Microsoft Office 365

Services	Description	How will students use the service
Exchange Online / Email for Students	This includes email, calendar, contacts, 50GB mailboxes.	• Office 365 will provide students with an email addresses. • 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 jcsmi123@schools.vic.edu.au.
Skype for business	This includes instant messaging and supports online meetings with video and audio.	• Students and staff will be able to search for people and communicate with people outside their school, but within the Victorian government education system.
SharePoint Online, including Project Online	SharePoint supports announcements, tasks, calendar, blogs, wikis and document/picture libraries.	• 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. • 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. • 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.
Office Web Apps	Web based Word, OneNote, PowerPoint and Excel.	• This allows students to create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.
OneDrive for Business	This provides online storage in the cloud. Files can be shared with staff and students as needed.	• Students and staff will only be able to share files with people on email directories within the Victorian government education system. • They will not have access to storage directories for any other person unless they have shared a file with them.
Office Video	Office Video provides schools with a destination for posting, sharing and discovering video content.	• 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. • 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.