Box Hill High School

Digital Learning
(Internet, Social Media and Digital Devices)

Help for non-English speakers

If you need help to understand the information in this policy, please contact Box Hill High School on (03) 9877 1177.

SCHOOL PROFILE STATEMENT

Box Hill High School places a high value on the development and maintenance of positive, healthy, and respectful relationships and a supportive environment for all members of the school community. The Box Hill High School Student Engagement Policy outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal device program or Bring Your Own Device (BYOD) program.

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

SCOPE

This policy applies to all students and staff at Box Hill High School.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- Social Media Use to Support Student Learning.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Box Hill High School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum.
Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Box Hill High School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

The responsibility and expectation of digital citizenship

It is the expectation that students will be responsible digital citizens when participating in the Laptop Program, using the school's ICT and their home or mobile devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural, and societal issues related to Information and Communication Technologies. Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration, and productivity. As part of their digital citizenship students are required to read and agree to a BHHS ICT Acceptable Use Agreement (DTAUA).

Acceptable Use Agreement (DTAUA)

All students who are participating in either the BHHS Laptop Program or BYO device and a parent/carer are required to read, understand and sign an Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use their laptops, the school computers and the school portal. This is a standard expectation, not only from Box Hill High School but also the Department of Education and Training (DET).

Parents/Carers must be quite clear about the expectations within this agreement. The school will, of course, support students to understand how to care for their computers and to understand how to be responsible digital citizens.

Personal Devices at Box Hill High School

Box Hill High School operates as a 1-to-1 learning model or Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. The school has made special arrangements with Learning with Technologies who offer discounted prices for the lease or purchase of devices for our students. Box Hill High School can refer parents to government or community support programs that may help them if there is financial hardship.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 256 GB of storage
- operates on Windows 10 or later

Please refer to the required minimum laptop specifications in the BHHS Acceptable Use Policy

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Box Hill High School on 03 9877 1177.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Box Hill High School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Box Hill High School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity

- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the relevant year level coordinator and the IT team, immediately.

All messages created, sent, or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Box Hill High School follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Box Hill High School's *Statement of Values and School Philosophy, Student Wellbeing* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Box Hill High School will institute a staged response, consistent with our student engagement and behaviour policies*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges

- removal of internet access privileges
- other consequences as outlined in the school's [BHHS Bullying Prevention](#) and [BHHS Student Wellbeing](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website and via Insights on Compass.
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

To ensure ongoing relevance and continuous improvement, this policy has a mandatory review cycle of every 2 years.

Policy last reviewed	October 2022
Consultation	Principal and I.T. Teams
Approved by	School Council
Next scheduled review date	October 2024

CERTIFICATION

This policy was ratified at the School Council meeting held at Box Hill High School on 19 October 2022.

Kaajal Fox   Losh Pillay
School Council President   Principal

SAFETY AND SECURITY

At School

Make sure that your laptop is either in your possession or locked away in a secure area (locker), at all times during recess and lunchtime. Your locker must be secured with a sturdy lock and locked.

Do Not

- Leave your laptop unattended for even a short period of time.
- Share your password with anyone.
- Leave your laptop logged on when not in use. (Windows key + L on PC's will quickly lock device)
- Place it near an external window. Exposure to view from outside may tempt would-be thieves.
- Leave your laptop in a vehicle, even if the laptop is out of sight and the vehicle is locked.

At Home

- Find a safe place to store your laptop so that it is inaccessible by small children and difficult to locate in the event of a burglary.

- Ensure basic household security measures are followed at all times, such as locking doors and windows.

Do Not

- Leave your laptop in view of outsiders even while using it.
- Leave your laptop accessories lying around. They advertise the presence of a computer device.

Transit

When travelling in the car or on public transport:

- Avoid being seen when putting your laptop into the car or taking it out. Lock your laptop in the boot and camouflage it.
- Ensure the laptop is placed inside its protective case.
- On public transport keep your laptop in its protective case

BHHS 1-1 LAPTOP PROGRAM TECHNICAL SUPPORT TRANSIT

The student 1-1 laptop program will be supported by the schools Technology Team located next to room 119. Please note that BYO devices have limited support provided by the schools Technology Team.

Support Times:

Students will be allowed to visit the IT Service Desk next to Room 119 between the following hours:

- 8.00am – 8.30am | recess & lunch times | 3.00pm – 3.30pm

- Students should not visit the IT Service Desk for 1-1 laptop issues during class time unless there are exceptional circumstances (will need teacher pass written in their diary).

Support Outline:

If students have software or hardware issues, they are to bring their laptops to the IT Service Desk for diagnosis by the Technology Team (located next to room 119)

If a student laptop is experiencing software issues the device will be re-imaged, meaning it will be wiped clean and returned to its original state when it was first distributed, effectively returning the device to factory default. All additional settings, software and personal files stored on the device will be wiped clean therefore it is imperative that students' backup their files onto an external hard disk or any other means necessary (Microsoft One Drive, google drive etc.)

If a student's laptop device is experiencing warranty hardware issues such as faulty screen, hard drive problems, USB ports not working etc. a service call will be logged with the appropriate service provider.

A loan device is available where stock is available while the device us undergoing repairs. The device and any loan accessories must be returned in full before the device will be returned. It is an expectation the device will be collected, and the loan device returned as soon as possible.

Insurance Claims

If a student device requires an insurance claim for accidental damage such as their laptop being dropped causing the screen to crack, an insurance claim form will be submitted by the IT Service Desk on behalf of the user once the $100 excess has been paid at the front office.

A loan device is available where stock is available while the device us undergoing repairs. The device and any loan accessories must be returned in full before the device will be returned. It is an expectation the device will be collected, and the loan device returned as soon as possible.

Service Notifications

A screen, situated outside the IT Service Desk, will display student laptop service jobs via a job logging system. The system will display the student's name with a status of either:

- In Process (student's device is being attended to)

- Waiting for User Action (job has not been attended to yet)

- Ready for Return (device is ready for pickup)

Students are expected to check the screen for updates on their Service Request rather than asking the Technology Team on the status of their device.

Compass Notification Screens

Eight Screens are located around the site in locked bays and other areas to provide you with updated information from Compass including room changes. Please ensure you check these regularly or check your Compass news feed.

New Student Information Pack

Compass:
https://boxhillhs-vic.compass.education/

ICT BYOD Guides: (including printing, wireless, O365, etc)
Compass >> Pencil >> School Resources >> ICT BYOD documents

Password Reset:
Link in Compass favourites or via IT if you have difficulty.

File Backup:
Student responsibility though OneDrive via Office 365 **(we will not backup your files for you – it is your responsibility)**

Office 365:
URL: https://www.office.com
Login: username@boxhillhs.vic.edu.au
Password: Compass password

eduSTAR wifi
Username: DET Credential username@schools.vic.edu.au
Password: DET Password

Clickview

Username: DET Credential username@schools.vic.edu.au
Password: DET Password

Adobe Creative Cloud

Username: DET Credential username@schools.vic.edu.au
Password: DET Password

Digital Technology Acceptable Use Agreement

Part A: School Statement:

At Box Hill High School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

- Have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.

- Educate our students to be safe and responsible users of digital technologies.

- Raise our student's awareness of issues such as online privacy, intellectual property and copyright.

- Supervise students when using digital technologies for educational purposes.

- Provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.

- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.

- Know that some online activities are illegal and as such we are required to report this to the police.

- Provide parents/guardians with a copy of this agreement.

- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child

The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- ❖ Bullystoppers Parent Interactive Learning Modules
  www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx

- ❖ IParent/Office of the Children's eSafety Commissioner
  https://www.esafety.gov.au/education-resources/iparent

Part B: Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)

- Protecting my privacy; not giving out personal details, including my full name, telephone number, address passwords or images.

- Protecting the privacy of others; never posting or forwarding their personal details or images without consent.

- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.

- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am and can influence what people think of me.

- Investigating the terms & conditions of use for any digital or online tool (e.g. age restrictions, consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.

- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about personal details.

- Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.

- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.

- Not accessing media that falls outside the school's policies.

- Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student or teacher.

- Not accessing any unauthorised programs during school hours including games.

Mobile Phones are prohibited during school hours and must be kept in a secure locker. Please refer to the BHHS Mobile Phone Policy for more detail.

In addition, when I use my personal mobile phone outside school hours, I agree to be a safe, responsible and ethical user at all times.

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Appendix Part B: Responsible Use of ICT at BHHS for Students

Remember, any materials placed on the internet are in a public space.

Think carefully about everything you write or post. Web etiquette is about respect for your own work and the work of others.

Unless note taking, always use full words and sentences, **not mobile phone talk.**

Do not post anything personal about yourself. **Use the 'Grandma Rule':** if you wouldn't like your Grandma to read it, don't post it.

NEVER post your full name or the full name of others: **only use first names. Do not post information or pictures of others.**

NEVER post any details about where you live. **Write:** '*I live a Melbourne suburb'. **Do** not write:*' I live in Whitehorse Rd Box Hill.' Never make arrangements to meet anyone over the internet. Report to a teacher or parent if someone asks for your phone number or to meet you.*

NEVER post any detail that may lead to your identity**. Write:** *"I play football with a local team during the week". **Do** not write: "I play football for the Box Hill Hawks-my game is at 7.30 this Friday"*

You are in a public space. Do not tolerate bad language or criticism or deliberate exclusion of others – **report immediately to your teacher if this occurs.**

Hyperlinks may lead to inappropriate content. **Immediately report these to your teacher.** *Never source a link to a page you haven't read.*

Remember, anyone can write anything on the Internet. **Be a critical thinker:** Is there a vested interest? When was it posted? Is the source of the information authoritative?

Always acknowledge your sources**. Do not just copy & paste; paraphrase and ask for permission to use materials.**

Never reveal your password, share your account or use encryptions and ciphers.

In the event of inappropriate material arising, the Student Engagement Leader may impose some or all of the following actions:

- o Arrange with the Network Technicians to suspend the account for a set period.

- o Obtain a signed and dated written report by the student of the offence, an appraisal of that behaviour and a freshly signed Acceptable Use Agreement.

- o Notify the parents of the offence and discuss actions with the Principal which may involve notification of the Police.

- o Ensure the blockage or removal of offensive material from the network.

Further action may result at the discretion of the Principal.

Part C: Conditions of Use

Equipment

•   Students must fully charge the laptop each night in preparation for use the following day.

•   Parents/guardians and students should be aware that files stored on the device, or on the schools server are not private.

•   Access to the laptop must be granted to the IT staff as and when required.

•   Students are responsible for their own backup of important data and files at all times. This may be done using a USB, external drive, or Internet based backup (Cloud storage).

Damage or loss of equipment

•   All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. It does not cover malicious or careless damage.

•   Any problems, vandalism, damage, or the loss of the device should be reported immediately to the school.

•   In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance.

•   Students will be required to replace lost or damaged chargers.

•   All repairs must be performed via the BHHS IT Department.

Standards for device

The student is responsible for:

•   Adhering to the school's Acceptable Use Policy and the BHHS Student Engagement Policy when using the device at home and school.

•   Backing up data securely

•   Maintaining settings for spam and filtering that have been set as a Departmental standard.

•   Ensuring that only fully licenced software is installed on the computer.

Part D: BYOD

As part of the revised Department of Education and Training guidelines regarding student devices, families attending Box Hill High School now have the option to bring your own device (BYOD) for use within classes.

ELearning programs and curriculum are designed around the school-run device program and as such it is recommended that students participate in the program. However, parents do have the choice not to participate in the device program and may elect to bring a comparable device. In order to ensure connectivity and capability for use in the classroom the following minimum system requirements apply:

- The device must be capable of running Windows 10 or 11 natively
- A current series Intel Core i5 Processor or AMD Ryzen 5 (or greater)
- 6.5 hours of battery life
- Minimum 8gb of RAM, 256 Gb SSD
- Support 802.11ac or ax wireless standards
- Touch screen
- Active Stylus
- Chromebooks and Ipad\Tablet devices will not be accepted

Devices that do not meet these requirements will be deemed inappropriate and not supported for use at BHHS. Be sure to seek advice before making a purchase.

In addition to these minimum requirements, parents/guardians should be mindful of other physical aspects of the device, including:

- Size

- Weight

- Warranty Support

- Accidental Damage Protection

Software Requirements

It is the responsibility for all parents/guardians to ensure all software is purchased legally in accordance with the Digital Millennium Copyright Act.

Technical Support Provision

Due to the nature of a BYOD program, and the variation between different laptop models, Box Hill High School can only provide a limited amount of support for connecting BYOD to the Wireless network.

Should your child experience any warranty and accidental damage issues, they must be managed by the parent/guardian in contact with the laptop supplier or insurer. Please note that many consumer level suppliers only provide an offsite warranty that is typically one year. All school program devices will include 3-year on-site warranty as well as accidental damage insurance.

It is the responsibility of the parent/guardian to ensure devices purchased for use at Box Hill High School comply with the above specifications – Box Hill High School provides no warranties or assurances that devices purchased outside of the laptop program are suitable for use within the school.

Part E: Student Commitment

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

- School & student owned devices (e.g. desktops, laptops, printers, scanners)

- Mobile phones

- Email and instant messaging

- Internet, Intranet

- Social networking sites (e.g. Facebook)

- Video and photo sharing websites (e.g. Picasa, You Tube)

- Blogs

- Micro-blogs (eg. Twitter)

- Forums, discussion boards (eg. Google Groups)

- Wikis

- Vod and Podcasts

- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extra-curricular activities. I understand and will abide by the DTAUA. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

Part F - Digital Technology Acceptable Use Agreement (DTAUA) 2022

Students - please complete this online

Go to:

- ➢ Compass
- ➢ Compass Insights

ICT Online Services Privacy Information and Parental Consent

INFORMATION

Box Hill High School is planning to use online services listed below in the classroom.

- Microsoft Office 365 at Box Hill High School Tenant

We seek your consent for your child to use any of the above stated online services as sensitive information may be collected about your child. While the majority of information is stored within Australia, Yammer will store information outside Australia. The information is also subject to that country's jurisdiction.
This consent is to be read in conjunction with the following additional information:

- Microsoft Office 365 factsheet (following page)

What we need from you

Whilst we are keen to see whole classes experience the benefits of online services, 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. **Please make consent on Compass Insights Permissions.**

Parental access

You can access personal information held by the Department of Education and Training (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 (Victoria)*.

Providing a safe environment

As with all online activities, use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours.**

To further assist your child in having safe and positive experiences online, you can refer to Parent information on the Australian Government's Stay Smart Online website:

https://www.esafety.gov.au/

Student responsibilities

When using all digital technologies, 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.

About Privacy

Protecting your child and your privacy is important. Your child's, your and your family's personal and sensitive information may be collected, used, stored and disclosed as part of your child utilising online services in the classroom. It is important that you read how this happens with respect to each online service in the additional information provided.

Consent for student use of online services

By signing and returning this form you confirm that:

- You have received and read this Online Service Privacy Information and Consent Form and the additional information.
- 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 involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time in writing.
- 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 the offered online services and provide permission for my child to access the following services:

Online Services	Please Select
365 Suite includes	☐
Email for students	☐
SharePoint Online, including Project Online	☐
OneDrive	☐
Office Web Apps	☐
Yammer	☐
OneNote and class notebook	☐
Teams	☐

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.
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