

Microsoft 365

Information for
Parents & Guardians





SharePoint

SharePoint enables students and teachers to create a website using templates provided by Microsoft. Only teachers can publish a site.

Here are some of the settings in place to ensure SharePoint is safe and secure:

STUDENTS CAN:	YES	NO
Create a SharePoint site	x	
Can share a SharePoint site with anyone		x
Publish their own SharePoint and share it publicly		x
Can share a SharePoint site with their teacher or students at their school	x	

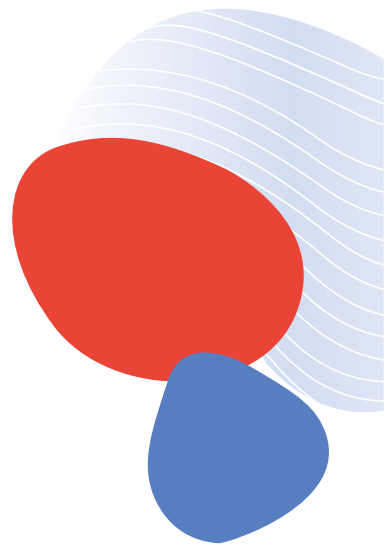


OneNote and Class Notebook

OneNote is a digital notebook that can be used to organise and take notes. Class Notebook is a collaborative notebook that teachers can use to share content.

Here are some of the settings in place to ensure OneNote and Class Notebook is safe and secure:

STUDENTS CAN:	YES	NO
Create a OneNote	x	
Create a Class Notebook		x
Share their OneNote with another student or teacher	x	
Share their OneNote or Class Notebook publicly		x



Stream

Stream is a video service where students can upload, view and share videos within the Department Microsoft 365 environment.

Here are some of the settings in place to ensure Stream is safe and secure:

STUDENTS CAN:	YES	NO
Upload a video to Stream		X
Publish a video Publicly		X
Share a video on Stream with other students and teachers	X	



Calendar

Using Calendar, students can stay organised by planning their time effectively. Students can set reminders and schedule events. Teachers can send events to students, such as a Microsoft Teams meeting. Teachers can view a student's calendar to ensure they are available for a meeting time.

Here are some of the settings in place to ensure Calendar is safe and secure:

STUDENTS CAN:	YES	NO
Create an event or reminder	X	
See other students' calendars	X	
Create an event and invite someone who is not a student or teacher		X
Receive calendar invites from their teacher or other students	X	



People

Microsoft People enables students to create their own online address book. They may add a contact such as their teacher or other students in their class.

Here are some of the settings in place to ensure Microsoft People is safe and secure:

STUDENTS CAN:	YES	NO
Create or add a contact	X	
Communicate with a contact they have added that is not another student or teacher		X



Whiteboard

Students and teachers can collaborate and share ideas and information using Whiteboard as a virtual whiteboard. Teachers can share Whiteboards with their students.

Here are some of the settings in place to ensure Whiteboard is safe and secure:

STUDENTS CAN:	YES	NO
Create a Whiteboard	X	
Join a Whiteboard created by a teacher	X	
Join a Whiteboard created by a student	X	
Join a Whiteboard created by an external user		X
Share a Whiteboard with an external user		X



Outlook

Outlook is an email service which enables students to send emails to other students and their teacher. **Please note, Outlook permissions are currently under review. Parents can opt out of their child using Outlook*.**

Here are some of the settings in place to ensure Outlook is safe and secure:

STUDENTS CAN:	YES	NO
Email users outside the VIC DET environment*	X	
Can receive emails from external users*	X	
Email other students and teachers	X	



Minecraft: Education Edition

Minecraft: Education Edition is a collaborative, open world game about breaking and placing blocks. Students are using Minecraft to design and build worlds with other students and when learning across the curriculum.

Here are some of the settings in place to ensure Minecraft: Education Edition is safe and secure:

STUDENTS CAN:	YES	NO
Create a Minecraft world	X	
Host a world and share it with other students	X	
Join a world hosted by another student	X	
Host or join a public world		X

Other Microsoft 365 tools available

Dynamics 365: Schools can make use of Microsoft Dynamics to gain insights into student data and analytics so educators can help students improve learning.

Planner: Students can create plans using Microsoft Planner. They can organise and share files with other students and teachers, assign tasks and receive updates.

Power Apps: Power apps enables students and teachers to build mobile and web apps using data.

Power Automate: Create workflows between your apps, files and data to automate time consuming tasks. Power Automate enables you to create rules for notifications, synchronising files and collecting data within Microsoft 365.

Power BI Basic: Create actionable, dynamic and engaging data dashboards that can be shared with others. Identify patterns and create meaning from your own data or public sets of data.

Project: Students can create project plans using Microsoft Planner. They can organise and share files with other students and teachers, assign tasks and receive project updates.

To Do: Students can use To Do to keep track of all their tasks in one place. Students can add tasks and organise them by priority.

Lists: Allows students and teachers to create, share and track data.

