



03/04/2016

Dear Parent and Student,

### **Introducing Microsoft Office 365 Access for home and school**

Attached to this letter is a parent consent form for students to have access to the Microsoft Office suite and associated approved applications and software. This extensive software package is made available free to you by an Agreement between Microsoft and Department of Education and Training (DET) Victoria. Importantly, students will require signed consent so that they can access the Xuno Learning Management System and the online Microsoft Office programs suite at school and at home. Both of these systems are considered essential for your child's learning at Edenhope College. 'Yammer', Microsoft Video and Sharepoint will not be activated for students in the initial trial. This will be reviewed if the need to use this software arises. **DET Victoria and Edenhope College require that the consent form be signed and returned to the College Office before access to Xuno and the online Microsoft Office suite can be granted.**

The following information is provided to you direct from the MOU:

#### **Background to the Agreement**

1. Schools continue to adopt a range of technologies, including cloud based systems, to connect, collaborate and create for improved teaching and learning practices.
2. Microsoft Office 365 is a cloud-based system offering:
  - a. Email (Outlook Online);
  - b. Instant messaging and virtual conferencing (Lync Online);
  - c. Intranet (SharePoint Online); and
  - d. Online storage (OneDrive for Business).
3. These services complement existing school information and communications technology (ICT) offerings, including access to Microsoft Office desktop applications under the Department-Microsoft Enterprise Agreement 2013-2018.
4. The range of services offered under Office 365 provides the potential for teachers and students to enhance online collaboration through use of enterprise grade communication and productivity tools.
5. The Department, in consultation with schools, is expanding its pilot of Office 365 over 2015 and 2016.
6. The aim of the trial is to provide evidence based research on the effectiveness, potential benefits (and disadvantages) of cloud based ICT systems in schools. This includes exploration of:
  - a. Effectiveness of the Office 365 services in assisting teachers and students to share content, connect, collaborate and create with each other;
  - b. Issues related to the use of internet based cloud services, including privacy and information security; and
  - c. Potential for schools to avoid future costs of providing dedicated ICT infrastructure for curriculum use, by leveraging cloud based services.
7. An evaluation report will be delivered at the conclusion of the trial, including recommended next steps.

A Memorandum of Understanding has been signed by the College and DET Victoria to provide access.

8. The purpose of the Memorandum of Understanding (MOU) is to set out the arrangements between the Department and the School, and their respective roles in trialling the use of Office 365 in the classroom. The arrangements in the agreement are intended to ensure that:
  - a. The Department and the School are able to trial the use of Office 365 in the classroom, and assess future suitability of this service across all schools;
  - b. Student privacy is protected;
  - c. Students are able to use Office 365 safely; and
  - d. There are appropriate back-out plans if this pilot program is discontinued.

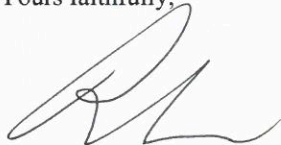
#### Privacy

9. Office 365 is a cloud based service, hosted on the public internet. Microsoft stores information from Office 365 outside Australia.
10. To assess the privacy risks and guide treatment actions, the Department commissioned an independent privacy risk assessment for the trial. It concluded that:

*The privacy and security risks identified can be mitigated with careful management and residual risks should be within acceptable levels within the context of the online Office 365 trial.*

11. Major factors contributing to this conclusion include:
  - a. This initiative is not completely new as Victorian Government schools have the autonomy to select a range of curriculum ICT services, and many schools are already choosing Internet-based services including Gmail, Facebook, Office 365 and Global2;
  - b. Existing processes, including governance under the Department's project management framework, information and training for participating schools, the requirement for an MOU between the Department and schools, and informed parent/guardian consent provide a level of governance over the trial.
  - c. Microsoft makes public commitments to strong security and undertakes to use or disclose information it hosts only for its clients' purposes unless otherwise required by law.<sup>1</sup>
  - d. Office 365 is not intended to hold student records or detailed information about students. However, it will be holding information generated by educational activities that students and the community may consider to be sensitive and needing careful protection
  - e. Reasonable risk mitigation strategies for risks identified are available including and noted in the MOU. (*Office 365 Trust Centre*) (<http://office.microsoft.com/en-au/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>)

Yours faithfully,



Ms Robyn Hollis  
Principal



Mr James Mutch  
Technical Support for Schools Program

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