



SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

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Letter of Intent (Student) Microsoft Office 365

Dear Parents/Guardians:

In an effort to provide our students with access to learning and collaboration, School District No. 53 (Okanagan Similkameen) is working with Microsoft to provide our students Office 365 software. This program provides an online space where students will be able to create documents, manage email, and use an online calendar (among other features). Some of the key features of Office 365 are:

- **Outlook** – Online email hosting with 50 GB of storage for each student.
- **Skydrive** – Online creation of documents using Word, PowerPoint, Excel and OneNote. 25 GB of storage is allocated for each student. Collaboration features allow students to share these documents with one another so multiple users can edit documents simultaneously.
- **Calendar** – Online calendar and address book to help organize student assignments, projects, holidays and important school dates.
- **Collaboration Tools** – Conferencing, collaboration sites and messaging are available.
- **Free Office for Home** - Every student obtaining consent will be able to download and install Office at home. There is a limit of 5 installs for each student.

Office 365 is hosted outside of Canada and due to privacy laws we are required to obtain consent to share any of your child's personal information. The information we would upload to Microsoft's secure servers is limited to your student's name and school (the consent form provides more details around these privacy laws).

For an account to be created please read through the attached consent form, sign it and return it to your student's school.

If you have any further questions, please contact your school principal.

Sincerely,

Subra Paliappa
Secretary Treasurer



Microsoft Office 365 Student Consent Form

School District No. 53 (Okanagan Similkameen) has the opportunity to provide students with a district email account as well as online file storage space for educational communication and academic purposes. If consent is provided, each student will have their own secure login and password to access their email and files.

Personal information will be collected by the School District for the above noted purposes under the authority of S. 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). If you have any questions about this collection, please contact your school's administrator.

Student names and the schools they attend will be disclosed to Microsoft Office 365 for Education who will store account information on secured servers located outside of Canada. While stored outside the country, information in your child's Office 365 account may be subject to the laws of foreign jurisdictions including, in the United States, the *USA Patriot Act*. Privacy legislation requires that we inform you of this and obtain your consent to this arrangement.

Consent:

I understand that my child's information in the Office 365 account will be disclosed, stored and accessed from outside of Canada, specifically the United States, for the purposes outlined above. This consent will be considered valid from the date at which it is signed until which point the student named below is no longer a student with School District No. 53 (Okanagan Similkameen) or consent is withdrawn. I also hereby acknowledge that I have read and understood the School District's Use Policy on the use of Office 365 ("SD 53 Guidelines for the Use of Office 365" – see reverse).

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date Signed (MM/DD/YYYY): _____

This form must be returned, signed and dated, to the student's school in order for an Office 365 account to be activated for the student named below. Please complete one consent form per child.

Student Information:

Student's First Name: _____ Student's Last Name: _____

Student's School: _____ Grade: _____



Student Guidelines for the Use of Microsoft Office 365

In an effort to encourage a successful educational experience School District No. 53 (Okanagan Similkameen) provides a variety of educational resources. Office 365 is now available as an educational resource for students. Its primary role is to provide email access, online storage for files, access to online software (Word, Excel, PowerPoint, etc.) and collaboration and assessment opportunities.

The use of Office 365 is governed by School District No. 53's Policy E-3 *Technology Access and Use* and therefore must be adhered to. School and District codes of conduct are to be followed in an online venue in the same manner as they are in a face-to-face environment. Collaboration in all environments must reflect the values of the school district. Usage of Office 365 may vary according to instructional programs and school communities. Email is provided for educational and school based activities. Faculty and staff must not send emails to students containing personal/private information (i.e. personal education number (PEN), phone numbers, etc.) as email is hosted outside of Canada.

Terms and Conditions:

1. Users are to consider the privacy of others and ensure that private information is not shared in Office 365 (refer to *Freedom of Information and Protection of Privacy Act*).
2. Email is provided for educational purposes. The Board respects the privacy of the users email; however, it is not private and may be tracked or archived.
3. In accordance with the provincial "*Freedom of Information and Protection of Privacy Act*" the Board (without the consent of the sender or the intended recipient) will not intentionally inspect the contents of student's email, or disclose the content to anyone other than the sender or intended recipient, unless required to do so by law or the policies of the Board.
4. All guidelines outlined in Policy E-3 *Technology Access and Use* must be adhered to.
5. Users should not reveal passwords for Office 365 or private information (age, address, etc.) through Office 365.
6. A signed consent form is required for access to Office 365.
7. These guidelines apply to use of Office 365 both on and off of school property.
8. District technology staff will only access email for the purposes of resolving technical issues with email accounts at the request of the user.
9. The use of threatening, illegal (including copyright infringement), abusive, inappropriate or commercial content is prohibited.

I confirm that I have read the above terms and conditions:

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date Signed (MM/DD/YYYY): _____