

OFFICE 365 INFORMATION FORM for PARENTS and GUARDIANS**Category:** Educational Services**Updated:** Sept 2018

The New Brunswick Department of Education and Early Childhood Development (EECD) and Anglophone School District South (ASD-S) are providing all students with access to a digital collaboration service called **Microsoft Office 365** (“**Office365**”).

Students will now be able to save their work online using Word, Excel, PowerPoint, OneNote and other formats. Students will also be able to use Office365 to access these files anytime, anywhere and using any device (desktop, laptop, tablet or smartphone).

Students will be able to edit these files online using devices at school, at home, and other locations outside of school. Students will also be able to download and install Microsoft Office applications on up to 5 different devices (including apps on smartphones and tablets, as well as full software on Windows and Mac computers).

This privacy and security of your student’s information is very important, as is noted in New Brunswick legislation including the *Right to Information and Protection of Privacy Act* and the *Personal Health Information Privacy and Access Act*. Therefore, every effort has been made to keep your student’s data protected and on servers stored in Canada.

To provide this Office365 service, the students names, login usernames and email addresses have been disclosed to Microsoft for storage in Canada. The remaining student account information will be stored on secure servers in New Brunswick. Students will create emails and digital files that will be stored on Microsoft’s secure servers in Canada. Office365 is a large suite with many applications, and a few Office365 applications are still in the process of moving their data to servers in Canada; this will happen over the coming months and includes presentations in Sway, text conversations in Teams and quiz responses in Forms. Our teaching staff will be instructed to not gather personal and sensitive student information using these applications.

Microsoft supports compliance with the federal government’s *Personal Information Protection and Electronic Documents Act*. Additional information regarding Microsoft’s policies on data security and privacy is available online at the Office 365 Trust Center at <https://products.office.com/en-ca/business/office-365-trust-center-welcome>

Parents and guardians with questions regarding this service, may contact their District Coordinator of Technology at (506)466-7928 or via moira.sherwood@nbed.nb.ca.

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The Office 365 service and resources are being provided to students to facilitate a successful educational experience for students from grades 4–12. The purpose is to promote communication, collaboration, creativity, and the student’s ownership and personalization of their own learning.

Office 365 provides applications to facilitate these goals, such as email, presentations, spreadsheets, and word processing. Office 365 also uses OneNote to collaborate securely and safely using a ClassNotebook feature.

The use of technology in schools is governed under Policy 311—Information and Communication Technologies Use School – as well as school district codes of conduct, and these are to be followed in both online and face to face environments. Usage of Office 365 may vary between schools according to the instructional programs provided and specific requirements of school communities reflected in their code of conduct.

Collaboration in all environments must be respectful and reflect the values of the school district. Email and file storage are provided for educational and school-based activities. Faculty and staff are aware that information sent to a student’s email address must not include personal (private) or sensitive information.

Terms and Conditions:

1. Users are expected to respect all guidelines for privacy and confidentiality from the *Right to Information and Protection of Privacy Act*, to ensure that personal information is not compromised in public areas.
2. Email accounts are provided for educational purposes. The District respects the privacy of student’s Information and Communication Services (ICS), including email and file storage. Security measures will be put into place, but email and other use of the ICS, including Office 365 access, may not always be private and may be tracked or archived. Use of the ICS, including Office 365, by any individual may be monitored or reviewed by the Superintendent (or designate) without prior notice given reasonable grounds.
3. In accordance with the Right to Information and Protection of Privacy Act (RTIPPA) the District will not intentionally inspect the contents of student’s email, or disclose the content to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the Province and District.
4. District IT staff will only access email for purposes of resolving technical issues with email accounts at the request of the user.
5. Guidelines related to the use of appropriate language and respect for copyright must be followed.
6. Transmitting or posting threatening, abusive, illegal, commercial or political materials is prohibited.
7. Users should not reveal their passwords or personal information such as addresses, phone numbers or ages of themselves to other students or employees when using Office 365.
8. Students have now been created accounts in Office 365, to be used for educational purposes. Access to Office 365 is through the Internet – using a web browser or installed software applications – and is available at school and at locations outside of school, including at home. The above guidelines are in effect for students using these services, regardless of the location or time accessed.