



## OFFICE 365 INFORMATION FORM for PARENTS and GUARDIANS

Category: Educational Services Updated: April 2020

The New Brunswick Department of Education and Early Childhood Development (EECD) and Anglophone School District West (ASD-W) are providing all students in grades 3-12 with access to an online service called *Microsoft Office 365 (O365)*. This service has several tools or apps that can help students learn, create, and share with others.

Students can create and save their work online using programs like *Word, Excel, PowerPoint, and OneNote*. Students can access these files anytime, anywhere using any device (desktop, laptop, tablet or smartphone). *O365* offers many tools (apps) that students can use to communicate and share: *Teams* offers a place for communicating and working together through chats, meetings, and file sharing; *Forms* allows for creating surveys and looking at results; and *Sway* is an easy way to create and present information online.

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

The 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 the service of *O365*, student names, login names, 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. When students create emails and digital files, they are stored on Microsoft's secure servers in Canada.

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 Matt McGuire, ASD-W Subject Coordinator of Technology and Skilled trades at [matt.mcguire@nbed.nb.ca](mailto:matt.mcguire@nbed.nb.ca).