VICTOR HARBOR
HIGH SCHOOL

Dear families,

Our school will shortly be expanding the current email service offered to students with additional services, and will be known as LearnLink Office 365.

LearnLink Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to families whilst their student remains enrolled at Victor Harbor High School.

When enabled, students and families at our school will be able to download licensed versions of common applications used in teaching and learning for no charge, and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

What is LearnLink Office 365?

LearnLink Office 365 provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

- **Email (existing service)**
  Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.

- **Office 365 ProPlus (new)**
  Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices. Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices.

  Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by a student (including parent-owned). Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

- **Office Online (new)**
  Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

- **OneDrive for Business (new)**
  OneDrive for Business is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents.
  Each student will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud.
  By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools, but not anyone external to DECD schools.

Using LearnLink Office 365 Services

All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use.

The acceptable use agreements have been updated to outline conditions of use for the additional LearnLink Office 365 services.

A number of services provided by LearnLink Office 365 require internet access. When students are at a school internet access will be filtered by DECD however access from home/off-site is not filtered by DECD and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email). It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

Installing Office 365 ProPlus

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used.

Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements https://products.office.com/en-au/office-system-requirements.

What if I do not want my child(ren) to use the LearnLink Office 365 Services?

The school requires written notification by **Friday 30 Sept** if you do not consent to your child(ren) using the additional LearnLink Office 365 Services. Please email DL.0799_INFO@SCHOOLS.SA.EDU.AU or send a letter.

How will my child(ren) access the LearnLink Office 365 Services?

LearnLink Office 365 services can be accessed by students by logging into the DECD LearnLink student portal http://www.learnlink.sa.edu.au.

Additional reading

The information and link provide additional information about keeping children safe online:

- Appendix A: DECD Student privacy and information summary
- DECD Cyber-safety: Keeping Children Safe in a Connected World http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf

Regards,

Amanda O'Shea
Principal

Appendix A: Student privacy information summary

Where will the information/data be located?

LearnLink Office 365 service is a Cloud based service, meaning it can be accessed from any Office 365 compatible internet connected device anywhere/anytime. All the information and data is stored in Microsoft's Australian data centres and is subject to Australian Privacy Laws, regulations, and standards.

What information and data will be collected?

Learning materials used by educators to teach the student, and information/data created or uploaded by the student in the LearnLink Office 365 service will be stored in the data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Microsoft does not access, use, track or collect information or data about the student, other than to deliver the Office 365 service on behalf of DECD. In doing so, some system generated data is logged, such as who accessed the services and when.

Who has access to my child's information and data?

The student owns and controls the information and data they create or upload to the LearnLink Office 365 service. They can share their information and data with other LearnLink Office 365 users; this includes staff and students from other DECD schools. Anyone external to DECD is unable to access student information and data.

Processes are in place to allow authorised DECD staff to access information and data the student has created or to uploaded to the service where required.

Microsoft will only disclose information and data at the direction of DECD or if required to do so by law.

How safe is the student's information and data?

Microsoft's Office 365 Service (LearnLink Office 365) has been certified by the Australian Government as safe to use for government information. The certification letter and report has been verified by DECD. Additionally Microsoft's Office 365 Service is certified to several international security standards.