

MICROSOFT OFFICE 365



What is 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 parents/guardians whilst their student remains enrolled at a State Government school or preschool

When enabled, students at East Marden Primary School will be able to download licenced versions of common applications used in teaching and learning for no extra charge, and use them without an internet connection, at home * While on site at school, students will be able to access online apps. They will also have their own online storage space for files that can be shared with other students and teachers. *(own devices @ this stage, not School supplied devices due to assignment of devices)

LearnLink Office 365 provides students with a 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 are stored within an Australian based *'cloud' and provides the following services to students. *(cloud, refers to online storage servers)

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

The school requires signed notification of either Opting -In or Opting -Out (New Policy), If you do not consent to your child (ren) using the additional LearnLink Office 365 Services. These new programs will not be available to your child either at home or on site at school if you choose Opt-out.

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

LearnLink Office 365 services can be accessed by students logging into the Department's LearnLink portal <http://www.learnlink.sa.edu.au>. Then going to email section and clicking on the nine (9) blue & white squares icon top left corner of the ribbon. Next choose the app you wish to use.

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Using LearnLink Office 365 Services

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.

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

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.

All students are required to sign a “conditions of use agreement” 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.

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) using the student education identification. 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. Currently only the online version of the apps will be used with school supplied devices.

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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, Outlook and Minecraft for Education, however not all Office applications are available for Mac, iOS and Android devices

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. (Can not be installed if there is an existing Office program As Per Schools devices)

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 and preschools if chosen too, but not anyone external to the Department schools/preschools.

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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 the Department. 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 Department schools or preschools. Anyone external to the Department is unable to access student information and data.

Processes are in place to allow authorised Departmental 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 DFE the Department 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 the Department. Additionally Microsoft's Office 365 Service is certified to several international security standards.

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>.

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