

Date: 4th December 2015



Mount Eliza Secondary College Access to Office 365 for Students

Dear Parents/Guardians,

Mount Eliza Secondary College is committed to providing students with access to the most current and relevant ICT learning tools. Starting in 2016, we will be introducing Microsoft Office 365 (Office 365) for all staff and students to complement our existing ICT systems and to provide a consistent platform for students to save their work and access email. Office 365 is an internet based 'cloud' service, delivered by Microsoft, with the potential to provide students with access to improved email, calendar, document sharing, blogging and video-conferencing facilities from school and at home. We seek to enhance learning by leveraging Office 365 to build students' skills in collaboration, critical thinking, creativity and efficiency.

Office 365 has a number of advantages that will assist student learning including:

- Students have the ability to share/collaborate and edit work from school or home on any device.
- Working in the 'cloud' avoids work being lost as it is available on any device and is always backed up.
- 1TB of storage per student is provided free of charge, which is considerably more than the storage available on netbooks or iPads.
- Microsoft Office Pro Plus is provided free of charge and can be installed on up to 5 computers at home. This allows students to use any device at home without families having to worry about purchasing additional software.

Although there are a number of benefits to using Office 365, we are making you aware that this system may store data on servers outside of Victoria. This applies to a lot of popular internet services you may already be using such as Facebook and Hotmail. In addition, please note that Office 365 will not be used for student records. **No student addresses, health, medical, behavioural or welfare information will be stored in Office 365.** Further information regarding the associated privacy legislation can be found in the Frequently Asked Questions document located on the College website.

We are planning for students to have access to Office 365 for the beginning of next year. If you would like to opt out of this valuable resource, please complete the section at the bottom of this letter. If you are opting out, please ensure you return this completed form to the College by **17/12/2015** and we will ensure that your child/children are not included in the Office 365 rollout.

Should you have any questions, please don't hesitate to send an email to: office365rollout@mesc.vic.edu.au.

Angela Pollard
Principal

Microsoft Office 365 opt out

Please return this opt out section to the College by **Thursday 17th December** if you would like your child/children to be not included in the Microsoft Office 365 rollout.

I have read the information about **Microsoft Office 365** and **do not** provide consent for **my child/children**:

..... to access Office 365.

.....

Parent/Guardian Signature

.....

Parent/Guardian Name

...../...../.....

Date