

Mount Eliza Secondary College

Access to Office 365 for Students

Frequently Asked Questions



What is Office 365 for Education?

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to students who are currently attending Mount Eliza Secondary College. Office 365 Education includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. It also allows students to install the full Office applications on up to 5 PCs or Macs for free.

How long can I use this service for?

You can use Office 365 until you graduate or are no longer enrolled at a school. Your student eligibility may be re-verified at any time. When your Office 365 Education plan expires:

- If you are using the full, installed Office applications, the Office applications will enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents.
- Online services associated with the school email address—for example, Office Online and OneDrive—will no longer work.

How much will Office 365 cost me?

You can use Office 365 for free during your time enrolled at school. The only costs you may incur are due to data restrictions on your home internet plan. Please check with your Internet provider for information on possible Internet data usage charges.

Where is the data stored in Office 365?

Office 365 stores information in the 'cloud', which means that Microsoft may store information on servers located outside of Victoria. This is no different than common services such as Facebook, gmail or Hotmail. The Information Privacy Act 2000 (Vic) (IPA) and Privacy and Data Protection Act 2014 (Vic) impose rules on how your personal information is used, including where it is stored.

What data is stored in Office 365?

The only information we provide to Microsoft, is the student's name and login ID. Over time, students' will save school work to their account. This allows them to work on it from both school and home, on any device.

No student address information, health, medical, behavioral or welfare information will be stored in Office 365.

Where can I find additional information?

These supporting documents are available:

- ICT Acceptable Use Agreement (local school document)
- Privacy Policy (local school document)
- Information Privacy Policy DEECD download available at <http://www.education.vic.gov.au/pages/privacypolicy.aspx>
- Microsoft Educator Network documents <https://www.educatornetwork.com/Resources/Tools/Details/cdfae450-9bd8-4989-b8f9-9b3409188b12>

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