



Office 365 (O365) provides all secondary school students free access to a Microsoft Office 365 cloud based account. It includes a personal email address as well as access to the most recent versions of Microsoft Office tools, such as Word, Excel, Powerpoint, OneNote and more. It also includes an online file storage space (OneDrive) so work can be accessed on any device. Office 365 enriches the learning experience providing students and teachers the ability to communicate, store files and collaborate on documents and presentations from school or home, all within a secure online environment.

To access O365, students will require, and be assigned, an O365 email account that is managed by the District. Different from public Microsoft accounts (eg. Hotmail.com or Outlook.com) it allows for more strict filtering and application control by District system administrators.

However, it is important to note that the personal information required for creating the O365 student email accounts, and any digital files created or uploaded onto the platform will be located on Microsoft servers. Office 365 is an online service located on servers in Canada.

### **Personal Information for Account Creation**

The O365 platform allows the District to set up, manage and delete any student email account and profile. To create an O365 District email account, the following pieces of personal information are required and these will be shared with Microsoft's servers: First and Last name; Student Number; password.

### **Opt-Out**

Students will automatically be assigned an O365 account however access to an Office 365 student account is optional. If, for whatever reason, a parent/guardian does not wish their child to have access to this cloud-based environment, please fill out the opt out form and return it to your child's school. <https://learn.burnabyschools.ca/office365>

### **Acceptable Use of O365**

The use of O365 by Burnaby School District students is bound by the District Technologies and Information Systems Policy #7.90; Regulations and Procedures Policy #7.90.01. As an overview, this document states that users will conduct themselves in a courteous, ethical and responsible manner while using all district technology resources, including the District's O365 platform.

Students must remember that the O365 tools are for "educational use" only - meaning content related to classroom assignments, projects and curriculum related work. Therefore, steps must be taken by all users to ensure that sensitive, confidential and/or personally identifiable information is not shared in emails, attachments, files and documents created or uploaded into the O365 system.

Students who are accessing the District O365 platform need to familiarize themselves with the uses and types of information that are both acceptable and unacceptable:

### **Acceptable Uses/Types of Information**

- Classroom assignments, research notes, presentations, school based projects (avoiding assignments that involve personally identifiable, sensitive or confidential information)
- Curriculum-based multimedia objects created by students (videos, pictures, audio files, animations, etc.)
- Curriculum based quizzes, tests, surveys
- Formative assessment material (e.g., teacher comments, peer feedback)
- Calendars for assignment dates and project deadlines

- Communication with teachers and other students related to these acceptable educational purposes (avoiding personally identifiable, sensitive or confidential information)

### **Unacceptable Uses/Types of Information**

- Personal contact information (e.g., home addresses, phone numbers, email address)
- Confidential, sensitive personal information
- Any personally identifiable information (i.e., full names, addresses, emails, contact information) about other persons (e.g., any other student, teacher, parent, family member)
- Student records (e.g., student attendance, schedule, grades, report cards, etc.)
- Classroom assignments involving sensitive or confidential personal information, (e.g., a family history assignment with full names, birthdates, birth locations, etc. of family members)
- Health information (e.g. specialist assessments, psychology reports, IEPs)
- Any files in violation of copyright (e.g., illegally obtained music, videos, copyrighted images)
- Any form of harassment or bullying behaviour

If a student is unsure whether a specific type of information or use of Microsoft Apps is appropriate or inappropriate, they should ask their teacher before creating the document or email. Inappropriate or prohibited use of O365 may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.

### **Access to O365 by SD41 System Administrators**

As per the SD41 District Technologies and Information Systems Policy #7.90; Regulations and Procedures Policy #7.90.01, all activities conducted on the SD41 O365 platform are not private, and may be monitored or reviewed at any time, and without prior notice.

### **Access to SD41 O365 by Microsoft**

As per the Office 365 Terms of Service and Privacy documents, all the personal account information and any content created or uploaded into the SD41 O365 platform is owned by SD41 and will not be shared or sold to third party organizations.

### **Microsoft Term of Use**

The full Microsoft Term of Use can be found here:

<http://windows.microsoft.com/en-US/windows-live/microsoft-services-agreement>

### **Additional Information**

If you have further questions regarding the privacy and use of Office 365 in School District #41, please contact your school directly or one of our school board office contacts responsible for FIPPA:

Mr. Ishver Khunguray, Assistant Secretary Treasurer ([ishver.khunguray@burnabyschools.ca](mailto:ishver.khunguray@burnabyschools.ca))

Mr. Ken Kiewitz, Information Technologies Services Manager ([ken.kiewitz@burnabyschools.ca](mailto:ken.kiewitz@burnabyschools.ca))