

Dear Parents/Caregivers,

## Office 365 – Information for Parents

Our school will shortly be expanding the current email service offered to students with additional services, and this 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 parents/guardians whilst their student remains enrolled at Gawler & District College.

When LearnLink Office 365 is enabled, families of students attending Gawler & District College (GDC) will be able to use the service online. Also, via their home Internet service, they will be able to download licenced versions of common Microsoft Office applications used in teaching and learning for no charge, and use them after installation without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

Below is some important information regarding LearnLink Office 365.

### 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, documents, 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 (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, but not anyone external to DECD schools/preschools.

## Using LearnLink Office 365 Services

All students are required to sign a Cybersafety Use Agreement, which outlines acceptable use, before they have access to school computers, internet and software.

Our 2017 Cybersafety Use Agreements have already been updated to include conditions of use for the additional LearnLink Office 365 services.

A number of services provided by LearnLink Office 365 require internet access.

Internet access will be filtered by DECD when students are at school and they are either:

- using a school owned device, or
- are official members of the GDC Bring Your Own Device Program **and using our special BYOD Wi-Fi service.**

However, access from home/off-site is not filtered by DECD and as such should be supervised.

**N.B. Please be aware – if your child is bringing their own laptop/tablet to school and using their phone’s data plan as a “hotspot” to access the Internet instead of the GDC BYOD Wi-Fi service, it is NOT being filtered. We cannot monitor this as students may have their phone in the bag or pocket when this is happening.**

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 that personal devices have suitable anti-virus / anti-malware software installed that is regularly updated, and the device operating system is also 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 personal computer or mobile 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>.

COMPONENT	REQUIREMENT
Computer and processor	PC: 1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set Mac: Intel processor
Memory	PC: 2 GB RAM Mac: 4 GB RAM
Display	PC: 1024 x 768 screen resolution Mac: 1280 x 800 screen resolution

Graphics	PC: Graphics hardware acceleration requires a DirectX 10 graphics card.
Operating system	PC: Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2 Mac: Mac OS X 10.10 or later For the best experience, use the latest version of any operating system.
Browser	The current version of Internet Explorer, Microsoft Edge, Safari, Chrome, or Firefox.
.NET version	PC: .NET 3.5 required. Some features may require .NET 4.0, 4.5, or 4.6 CLR to also be installed.
Other	Internet functionality requires an Internet connection.

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

The school / preschool requires **written notification by August 11 2017** if you do **not** consent to your child(ren) using the additional LearnLink Office 365 Services. Please return the form below to the ICT department, or email dl.0774.ictadmin@schools.sa.edu.au to notify the school.

**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>.

For Office 365 training, go to the Office 365 Learning Hub - <https://www.microsoft.com/australia/o365learninghub/>  
You can also Google “Office Training Centre” for more Information.

**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 or preschools. 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.

**Cyber-Safety Information for parents:**

<https://www.decd.sa.gov.au/sites/g/files/net691/f/parentingsa/cybersafety-parent-easy-guide-pdf-172kb.pdf?v=1492996446>



## Office 365 – Student Opt-Out

**N.B. This form is only to be used if you do not wish your child(ren) to use the new Learnlink Office 365 services**

We have read and understood this document and **we do NOT consent** to our child(ren) using the additional Learnlink Office 365 Services:

**Print Name** of student.....Student Id No. ....

Year Level..... Home Care .....

**Print Name** of student.....Student Id No. ....

Year Level..... Home Care .....

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Year Level..... Home Care .....

**Print Name** of student.....Student Id No. ....

Year Level..... Home Care .....

**Print Name** of student.....Student Id No. ....

Year Level..... Home Care .....

**Print name** of parent/caregiver.....

**Signature** of parent/caregiver..... Date.....

**Please return this form to Reception or the ICT Office (Room 2:19) before Friday August 11 2017**