

Teacher Documents



Overview: Office 365 is the same Office you already know and use every day. Because Office 365 is powered by the cloud, you can get to your applications and files from virtually anywhere—PC, Mac, and tablets—and they are always up to date. Same applies for updates to features—you get them automatically. With Office Online, use touch-friendly applications to create, edit, and share your Office files from any browser. You can share and work on docs at the same time as others and avoid versioning hassles later.

Privacy Points for Teachers

(Adapted from privacy policy <http://www.microsoft.com/privacystatement/en-ca/core/default.aspx?CTT=114> and terms of use <http://www.microsoft.com/info/can-en/copyright.msp>)

- Microsoft will share user's personal information only with their consent. They may also share or disclose information with Microsoft affiliates and vendors; when required by law or to respond to legal process; to protect their customers; to protect lives; to maintain the security of their services; and to protect the rights or property of Microsoft.
- Some Microsoft services give users the ability to view or edit their personal information online. To help prevent others from viewing the users personal information, they first will be required to sign in. How they can access their personal information will depend on which sites or services they have used.
- Most of the online advertisements on Microsoft sites and services are displayed by Microsoft Advertising. When they display online advertisements to the users, they will place one or more cookies in order to recognize each users computer when they display an ad to them. Over time, they may gather information from the sites where they serve ads and use the information to help provide more relevant ads. Users may opt out of receiving targeted ads from Microsoft Advertising by visiting their opt-out page (<http://choice.live.com/advertisementchoice/>).
- Certain location based services or features can use information about the users location to provide services users request or personalize their experience. Location information may include data identifying nearby cell towers and Wi-Fi hotspots, as wells as Global Position System (GPS) data.
- Microsoft is committed to protecting the security of their user's personal information. They use a variety of security technologies and procedures to help protect personal information from unauthorized access, use or disclosure. For example, they store the personal information you provide on computer systems that have limited access and are in controlled facilities. When they transmit highly confidential information (such as a credit card number or password) over the Internet, they protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Changes may occur; this document is current as of terms of service on Sept. 8, 2014. Check with your own school to make sure it meets your school's privacy policy. Review completed by Breanne Quist.

- If a password is used to help protect the user's accounts and personal information, it is the user's responsibility to keep their password confidential. If you are sharing a computer, you should always log out before leaving a site or service to protect access to your information from subsequent users.
- Personal information collected on Microsoft sites and services may be stored and processed in the United States or any other country where Microsoft or its affiliates, subsidiaries or service providers maintain facilities. Microsoft abides by the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use and retention of data from the European Economic Area and Switzerland.
- Microsoft will occasionally update their privacy statements to reflect customer feedback and changes in our services. When they post changes to a statement, they will revise the "last updated" date at the top of the statement. If there are material changes to the statement or how Microsoft will use their user's personal information, they will notify the user either by prominently posting a notice of such changes before they take effect or by directly sending them a notification. You are encouraged to periodically review the privacy statements for the products and services you use to learn how Microsoft is protecting your information.
- If Microsoft becomes aware of any unlawful access to any Customer Data stored on their equipment or in their facilities, or unauthorized access to such equipment or facilities resulting in loss, disclosure, or alteration of Customer Data (a "Security Incident"), they will: (a) notify you of the Security Incident; (b) investigate the Security Incident and provide you with information about the Security Incident; and (c) take reasonable steps to mitigate the effects and to minimize any damage resulting from the Security Incident.
- You own your data and retain all rights, title, and interest in the data you store with Office 365. You can download a copy of all of your data at any time and for any reason, without any assistance from Microsoft.
- Microsoft is transparent about where their data is located. Microsoft's position on access to user data is: They always give the user access to their customer data. Access to customer data is strictly controlled and logged, and sample audits are performed by both Microsoft and third parties to attest that access is only for appropriate business purposes. They recognize the extra importance of our customers' content. If someone such as Microsoft personnel, partners, or your own administrators access your content on the service, they can provide you with a report on that access upon request.
- Privacy controls are enabled by default for all customers of the service and they allow the user to turn off and on privacy impacting features to meet the needs of the user's organization. They contractually commit to the promises they make with respect to privacy and security with the data processing agreement (DPA).

Parent Documents

What is Office 365?

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Why am I using Office 365?

Microsoft office 365 uses a common file format that allows for multi platform saving and opening of documents. It is also the newest version of Microsoft Office and thus the most up to date. Schools are also able to get a group license for Microsoft 365 which allows everyone (staff, teachers, and students) to access the programs. With everyone using the same version of the program, compatibility and style issues associated with different versions will be greatly reduced.

Risks that could arise

The biggest risk involved with using Office 365 would be the ability to load personal information on to Microsoft's One Drive. The administrative settings can be changed to limit this with respect to the user accounts being offered by the school, however there is always a possibility of this being worked around and personal information being sent that may be against PIPA regulations.

What's 'personal information'?

"People have different standards of what they consider 'personal' information. Sharing over social media has done a fair bit to reset our expectation. Regardless of personal definition, if the information, data, or content could be used to identify you, it's 'personal information' – though professional or business contact information may be treated separately." ¹(Henglstler, 2013). A student's personal information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including photographs. If any information, data or content could be used to identify you it is then qualified as "personal information".

Why is BC so sensitive to privacy laws regarding data?

"Shortly after the 9/11 attacks on the US in 2001, the American government enacted the United States Patriot Act that allowed the United States government to search private and public data housed on servers on United States soil. At the time, The BC Medical Services Plan was hosting our provincial medical records in the United States. Unions in BC expressed concern over the ability of the American government to search through British Columbian's personal medical records and histories. Ultimately, the rule is: if you transfer or authorize the transfer of your personal information outside of Canada, that data is subject to the laws and practices of the country where it sits – be it the United States, China, or India. (Remember that minors, under the legal care of an adult, cannot authorize such a transfer.) Not all

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locations have similar notions about your right to privacy. Since cloud computing is a relatively new technology, the laws and best practices governing it are still changing and there is a need to stay current.”¹(Hengstler, 2013)

Why is a consent form necessary?

Various provinces in Canada – and other jurisdictions across the world – have enacted laws to protect personal privacy. In BC, the Personal Information Protection Act (PIPA) covers all independent schools. It is one of the most defined privacy protection frameworks in Canada. PIPA states that ‘private bodies’ such as independent schools have defined legal requirements for handling your personal information when it is within their ‘custody’ and ‘control’. Generally, private bodies must make sure that your personal information cannot be stored or accessed outside of Canada without your expressed permission – ‘consent’ (Note: there are certain expectations in the law like data covered by treaties, etc.). PIPA states that your consent must be in writing, state to whom your personal information may be disclosed, and how your information will be used. Also, if you post personal information about others, their permission must also be secured.

What if I don’t want to consent?

You have the right as a parent/guardian to withhold consent to your child using Office 365. Alternate activities and resources will be provided to students in the event that parents/guardians choose to withhold consent and that selection of an alternate activity will not affect a student’s grade.

While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks.

^[1] Julia Hengstler is the Educational Technologist with the Faculty of Education at Vancouver Island University & an Instructor in Educational Technology. Please visit this site for more background information about her:
http://www.viu.ca/education/faculty/profiles/hengstler_j.asp

Informed Consent

In an effort to allow our students the option of different Microsoft Word document programs, Office 365 is now an option for those wishing to use it. Office 365, requires consent of a parent if the user is under the age of 13. With Office 365 you have the ability to store all of your work on OneDrive. OneDrive is a cloud storage program located in the United States that is used by Microsoft to store your information on an external server which can be accessed on any device equipped with this program once you login. When registering to use Office 365 and downloading it on your computer, you are required to provide information which includes your name, date of birth and postal code. You own your data and retain all rights, title, and interest in the data you store with Office 365. You can download a copy of all of your data at any time and for any reason, without any assistance from Microsoft.

Microsoft collects information that tells them how you interact with their services, including the browser you're using, (eg - your IP address, location, cookies or other unique identifiers, the pages you visit and features you use). Microsoft may get additional information about you, such as demographic data they purchase from other companies. When you are asked to provide personal information, you may decline, but if you choose not to provide the information, you may not be able to use some features or services. Some Microsoft services give you the ability to view or edit your personal information online. To help prevent others from viewing your personal information, you first will be required to sign in.

Top considerations for using Office 365:

1. The Canadian Personal Information Protection and Electronic Documents Act (PIPEDA, 2013) pertains to how private sector organizations collect, use, and disclose personal information in the course of commercial business. Microsoft supports compliance with PIPEDA through their administration of Office 365.
2. Microsoft can enable you to find out whether someone has accessed your data. In the cloud, data access is one of the main privacy concerns. This means both knowing that you will be able to access your data when you need to and knowing whether someone else has accessed your data.
3. As a customer of Office 365, you own and control your data. Microsoft does not use your data for anything other than providing you with the service for which you have subscribed. As a service provider, they do not scan your email or documents for advertising purposes.
4. To access some Microsoft services, you will need to sign in with an email address and password, which they refer to as your "Microsoft Account". If you access their services via a mobile phone, you may also use your telephone number and a set PIN as an alternative credential to your username and password. By signing in on one Microsoft site or service, you may be automatically signed into other Microsoft sites and services that use your Microsoft account.
5. Microsoft does share important aspects of data storage, such as where your data resides in terms of geographic location, who at Microsoft can access it, and what they do with that information internally.
6. Microsoft won't delete all the data in your account at the end of your service term until you have had time to take advantage of the data portability that they offer, this allows you to have 60 days to obtain anything that may be needed.

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7. If you create content containing videos or pictures that you have taken which contain other people you must have their consent to post it. If the person is a minor (under 18 years) you must have parental / guardian permission.
8. Keep your password private, only if your parent / guardian or teacher requires the password should you give it to them. Do not give out your password to anyone else, things may be created on your behalf that you do not approve of.
9. If you believe your account has been compromised or hacked, you will report it to your parent and the teacher immediately.

Please keep page one and two for your records and complete page 3 to be sent back to me for my records. Thank you.

Teacher's Name

Contact Info

If you feel that you do not have enough information to make an informed decision, please contact me to discuss further.

My child, _____ and I, _____ agree to the responsibility that is aligned with using Office 365. We understand the privacy risks and management strategies as they have been shared with us.

Parent Signature

Date

Student Signature

Date

Received by teacher on: _____

Metadata

Tool / Resource Name: Office 365

URL: <http://office.microsoft.com/en-ca/academic/compare-office-365-education-plans-FX103045755.aspx>

LMS or Web 2.0 Tool: Tool

Location of Reviewer:

British Columbia, Canada

Reviewer affiliation:

Public School	
Independent School	X
Public Organization	
Private Organization	
Other	

Enrollment Requirements:

First name	X
Last name	X
User name	X
Email address	X
Country	X
Street address	X
Postal code	X
Phone number	X
School / Organization	X

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Age	
Birth date	
Password	X

Required user information that is displayed

User name	
Email	
Name	
Avatar	
Location	

Tool Category:

Instructional	
Informational	
Presentation	X
Storage	X
Game	
Other	

Grade level:

Primary (K-3)	X
Intermediate (4-6)	X
Middle School (7-9)	X

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High School (10-12)	X
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Subjects / Courses:

Math	
English	X
Science	X
Social Studies	X
PE	
Health and Careers	X
Fine Arts	X
Applied Skills	X

General information

Open / Closed	Closed
Server location	US.
Tool privacy policy URL	http://www.microsoft.com/privacystatement/en-ca/core/default.aspx Last updated Sept 2014
Tool terms of service URL	http://www.microsoft.com/online/legal/v2/?langid=en-us&docid=30 Last updated Feb 2011
Minimum age requirement	13 (younger needs parent consent)
iOS app	X
Android app	X

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