

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.

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.

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: _____