

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).