



Letter of Intent (Student)

Microsoft 365 A3 user accounts

Dear Parents/Guardians:

School District No. 53 (Okanagan Similkameen) provides students, educators and staff with Microsoft 365 A3 user accounts. This includes a district email account and 1024 GB of online file storage space for educational, communication and class assignment storage purposes.

Though data for MS 365 services for School District users are stored on servers in Canada some data may transit outside Canada on its path to Canadian data centres in Ontario and Quebec (please see attached consent form for details).

Also, certain applications within MS 365 A3 are stored in the United States. These are:

- Forms
- Planner
- Sway
- Yammer

To protect your child's privacy, we are required to obtain your consent to share any of your child's personal information.

For an account to be created please read through the attached consent form, sign it and return it to your student's school.

If you have any further questions, please contact your school principal.

Sincerely,

Subra Paliappa

Subra Paliappa
Secretary Treasurer



Student Guidelines for the Use of Microsoft Office 365

In an effort to encourage a successful educational experience School District No. 53 (Okanagan Similkameen) provides students MS365 A3 as an educational resource for students. Its primary role is to provide email access, online storage for files, access to online software (Word, Excel, PowerPoint, etc.) and collaboration and assessment opportunities.

The use of MS 365 A3 is governed by School District No. 53's Policy E-3 *Technology Access and Use* and therefore must be adhered to. School and District codes of conduct are to be followed in an online venue in the same manner as they are in a face-to-face environment. Collaboration in all environments must reflect the values of the school district. Usage of MS 365 A3 may vary according to instructional programs and school communities. Email is provided for educational and school based activities. Faculty and staff must not send emails to students containing personal/private information (i.e. personal education number (PEN), phone numbers, etc.) as information may transit outside Canada on its way to Canadian servers in Ontario and Quebec.

Terms and Conditions:

1. Users are to consider the privacy of others and ensure that private information is not shared in MA 365 A3 (refer to *Freedom of Information and Protection of Privacy Act*).
2. Email is provided for educational purposes. The Board respects the privacy of the users email; however, it is not private and may be tracked or archived.
3. In accordance with the provincial "*Freedom of Information and Protection of Privacy Act*" the Board (without the consent of the sender or the intended recipient) will not intentionally inspect the contents of student's email, or disclose the content to anyone other than the sender or intended recipient, unless required to do so by law or the policies of the Board.
4. All guidelines outlined in Policy E-3 *Technology Access and Use* must be adhered to.
5. Users should not reveal passwords for MS 365 A3 or private information (age, address, etc.) through MS 365 A3.
6. A signed consent form is required for access to MS 365 A3.
7. These guidelines apply to use of MS 365 A3 both on and off of school property.
8. District technology staff will only access email for the purposes of resolving technical issues with email accounts at the request of the user.
9. The use of threatening, illegal (including copyright infringement), abusive, inappropriate or commercial content is prohibited.

I confirm that I have read the above terms and conditions:

Name of parent or guardian: _____

Signature of parent or guardian: _____

Date Signed (MM/DD/YYYY): _____



Microsoft 365 A3 user accounts Student Consent Form

School District No. 53 provides students, educators and staff with Microsoft 365 A3 user accounts, including a district email account as well as 1024 gigabytes of online file storage space for educational, communication and class assignment storage purposes. Each user will have their own secure login and password to access their email and files within MS365 A3. The School District will ensure that personal identifiable information is not synced to the Azure Active Directory Premium data storage in the USA.

The creation and use of user email accounts involves a collection and use of personal information authorized by the School Act and section 26 of the Freedom of Information and Protection of Privacy Act. These tools may be used by educators to facilitate classroom instruction and student evaluation and they may also be used by students to complete and collaborate on school work (such as videos containing images of other students). Information stored in MS365 A3 will be held in users private accounts, and however, may be shared with other users for the purposes of collaboration.

There are circumstances where user-generated data within these applications could contain the personal information of users, in the following categories:

- Evaluation (e.g. opinions about student work and assignments)
- Discussion or conversations data (e.g. in email or online chat or meeting tools)
- Images (including videos and photographs)
- Calendar appointments
- Content within presentations or other assignments
- Email addresses
- Medical absences

Microsoft stores data at rest for the MS365 A3 services for School District users on servers in Canada and in the United States. Users' account data (such as name, email address, grade level, and school name) and usage data (such as emails and documents, calendar information, and any records created in the collaborative application suite) stored at rest on Canadian servers may be in transit outside of Canada on its path to the Canadian data centres in Ontario and Quebec.

Additionally, data stored at rest in Canada may also be processed by functions within the MS 365 A3 applications that are running on servers outside of Canada. These functions include various customer value-added services such as on-line templates, spell check; grammar check; international language availability and supported languages of Office 365 for applications with Canada or US data residency. Microsoft advises this data processing will take place in jurisdictions where data centres are available with the necessary capacity. All Microsoft data centres provide strict security measures to protect data.



SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

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Website: www.sd53.bc.ca

In accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA), the disclosure of personal information outside of Canada, as described above, requires consent.

The School District is also making efforts to instruct users of MS365 A3 about limiting the amount of personal information that they use and exchange, using these services. While stored inside the country, information in each user's Microsoft 365 A3 account is subject to Canadian personal information protection laws. The School District is providing users with instruction on the appropriate use of technology as per *Policy E-3 Technology Access and Use*.

If you have any questions about the collection or use of student information using these tools, please contact the secretary treasurer, 6161 Okanagan Street, Oliver, BC, V0H 1T0, phone no. 250-498-3481.

This form must be signed, dated and returned, before a District Microsoft 365 Education A3 account can be activated for the user named below.

Consent:

I understand that my (if student is signing) information or my child's (if parent is signing) information in the Microsoft 365 A3 Account may be used and disclosed as outlined above. I also understand and agree that my (if student is signing) information or my child's (if parent is signing) information can be collected, used and shared through this application by other users for the purposes of group work, collaboration, and similar activities.

This consent will be considered valid from the date at which it is signed until one year after the point at which the user named below is no longer a student / educator / staff member within the School District. I also hereby acknowledge that I have read and understood the School District's Policy which covers the appropriate use of Microsoft 365 A3.

Name of user or, if applicable, parent or guardian: _____

Signature of user or, if applicable, parent or guardian: _____

Date Signed (YYYY/MM/DD): _____

User Details:

First Name: _____

Last Name: _____

Grade (if applicable): _____

School: _____