



Leigh and Bransford Primary School

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Wednesday, 04 November 2020

Dear Parents/Carers,

Microsoft Office 365 for Education – Home access for children

Firstly, please note that **we will be sending a paper copy of this letter home tomorrow**, as we need a signed permission slip back. You will find the permission slip at the base of this letter.

I am writing to let you that we are going to begin using Microsoft Office 365 for Education in school and at home as part of a gradual roll-out over the next few weeks.

Office 365 Education is a set of education productivity tools from Microsoft including Outlook, Calendar, Teams, Stream, OneDrive and more which are used by tens of millions of children and teachers around the world. We are hoping that this platform will provide us with more opportunities for digital learning both at school and at home. This is even more important in the wake of the Covid19 pandemic which has led to the need to fall back on to remote learning.

We are seeking your permission to provide and manage an Office 365 Education account for your child. At Leigh and Bransford, children will use their Office 365 accounts to view pre-recorded school videos, complete some homework tasks, take part in live interactions and receive feedback about their work.

All data stored within the Office 365 cloud is backed up by Microsoft directly and any pre-recorded videos added to Office 365 will be available for a limited time as stated on upload. We are happy that this platform conforms to our digital safeguarding addendum as well as with GDPR requirements.

Please complete the permission slip and return to school by Wednesday 11th November 2020.

If you have any questions or would like further information, please contact us at school.

Yours sincerely,

Mr S Bill

Headteacher

Microsoft Office 365 for Education Acceptable Use Policy

Users of Office 365 are responsible for the information/data in their Office 365 account.

- Office 365 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.

How will my child(ren) access the Office 365 Services?

Office 365 services can be accessed by pupils as follows;

- Search for Office 365 on the internet
- Pupils should login with their usual username and password (To be provided)

Pupil privacy information summary

Where will the information/data be located?

- 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 are stored in Microsoft's UK data centres and is subject to UK 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 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 Leigh and Bransford Primary School. 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 Office 365 service.
- Anyone external to Leigh and Bransford Primary School is unable to access student information and data.
- Processes are in place to allow authorised Leigh and Bransford Primary School staff to access information and data the student has created or to upload to the service where required.
- Microsoft will only disclose information and data at the direction of Leigh and Bransford Primary School or if required to do so by law.

I give permission for Leigh and Bransford Primary School to create/maintain an Office 365 for Education account for my child.

Name of child _____

Printed name of parent/guardian _____

Signature of parent/guardian _____

Date _____