

Office 365 – Online Services Consent

Our school will be using Office 365 to deliver our educational programs.

To find out more about Office 365 and how we will manage, and how yours and the student's personal and health information see our **online services assessment** ([click here](#))

This form

The purpose of this form is to provide you as the parent (or person with parental responsibility) with information to decide whether to consent to:

- your child's participation in activities that use Office 365; and
- the use and disclosure of your child's personal through Office 365.

This form is also provided for you to authorise the use of any of your child's works that are uploaded into Office 365.

If you do not understand any part of this form, please contact the school via: Heather Carver – carver.heather.hj@dumail.vic.gov.au

Privacy and Data Protection

Use, disclosure and storage of personal and health information

Our school collects the personal of students for the purposes of the enrolment, administrative and educational functions of the school every year. When we handle personal and health information we do so in accordance with our privacy policy located at:

<http://www.education.vic.gov.au/pages/privacypolicy.aspx>

Accuracy, access and deletion

You can request access to, and correct any of your child's personal information held by the school by written request. There may however be limitations to your rights of access, and costs associated with access, amendment and deletion to the personal information where it is held by Microsoft.

Withdrawing consent to participate

Your consent may be withdrawn by giving written notice to the school contact. If you withdraw consent to participate in activities that use Office 365 your child may not be able to access and benefit from Office 365. It also means that the

personal information will not be further disclosed by the school to Microsoft.

Your Consent

By signing below you:

- confirm that you:
 - have received and read this Online Services Participation and Privacy and Consent Form;
 - acknowledge the details provided in the online services assessment;
 - understand how your child's personal information will be collected, used, stored and disclosed by the school and Microsoft;
 - understand that your consent may be withdrawn at any time, but that the withdrawal of this consent may mean that your child may not be able to use Office 365;
- consent to:
 - the student using Office 365 as described in the online services assessment;
 - the use and disclosure your child's personal information for the purposes set out in our online services assessment;
 - the use of the content owned or derived by your child where it is uploaded into or published on the Office 365.

Name of child	
Name of parent providing consent	
Signature of parent	
Date	___ / ___ / _____
<i>If the Student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with DET policy.</i>	