

Attachment A

Online Services Assessment

General Information

- a) *What is the online service called?* [Microsoft Office 365](#)
- b) *What does the online service provide?* [The service provides staff, faculty and students at our school with email, online collaboration sites, online document editing, online storage, instant messaging and web conferencing](#)
- c) *Who is the service provider?* [Microsoft](#)
- d) *Who will administer the technology at the school?* [Department Specialist Technician, School Technician and ICT Coordinator](#)
- e) *How will the school be using the online service?*
- [Students and staff to post in collaborative workspaces and forums in relation or for set learning tasks](#)
 - [Students to produce digital portfolios, upload work and receive feedback from staff and other students](#)
 - [Students will use the service for cloud storage for files and collaborative work and learning tasks](#)
 - [Staff document libraries to be stored](#)
- f) *Where can information about the online service be found?* [Overview of the Service](#)
[Trust Centre Overview of Office365](#)

Use and Disclosure by School

- g) *What information of individuals will the school use and disclose to the service provider?*
- [First Name](#)
 - [Last Name](#)
 - [School Cases ID](#)
 - [School Name](#)
 - [Year level](#)
- h) *How will the school use the information of individuals?* [The school will use the students user ID and home group information to create email accounts and call groups within Office 365](#)

- i) *Where will the service provider store the information disclosed to it?* Microsoft Data Centres
- j) *What school policies will apply to the use of the online service?* - Information and Communications Policy
- k) *Will the school be able to access and retrieve all content, including messages or other communications from the online service?* - School can access any student account and content on Microsoft Office 365 at any time
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- l) *Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?* - No

Collection by Service Provider

- m) *How will the service provider use information of individuals that is collected from the school?* - Information will be used to create accounts, emails and classes for teachers and students to access
- n) *What information of individuals will the service provider collect in the course of the use of the online service?* - Anonymised usage data
- Staff and student names and usernames
- o) *How will the service provider use information collected in the course of an individual's use of the online service?* - It may be used to help improve the product or service

Copyright

- p) *What content or works will individuals share in the course of their use of the online service?* - art work or photographs
- video or digital story
- comments and insights on information

- school projects and assessment materials
- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers and teachers
- collaborative learning spaces
- curriculum documentation
- school policies and procedure documents

- p) *Who will be able to see the content or work?* Restricted to school users (Staff and Students)
- q) *Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?* The school ONLY will have the right to use and re-publish student work in addition to the student
- r) *If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?* Work will be:
- Printed by the teacher;
 - Printed by another student whom it has been addressed to;
 - Used by other students to make collaborative works;
 - Shared with a teacher for assessment purposes.
 - Shown to a parent by a students for assessment purposes.
- Used as promotional material on the:
- school website
 - school bulletin
 - school notes
 - notices/flyers
 - school blogs
 - school newsletter