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

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