Privacy Information for staff: Microsoft Office 365 (Office apps / OneDrive for Business)

INFORMATION

To support school staff to create, store and access teaching and learning material from a variety of devices and places, the Department will provide school staff and specialist technicians with access to:

- install the Microsoft Office suite on up to five devices which you use for work purposes at school, or at home; including PC, Mac, iOS and Android.

- 1 terabyte of online storage using OneDrive for Business, for storage of teaching and learning material.

These services are provided through Office 365, a cloud based offering by Microsoft, hosted and supported within, and outside of Australia.

This information should be read in conjunction with the attached fact sheet regarding Office 365.

What you can use Office 365 to do

Office 365 is provided to enable school staff and specialist technicians to use the Office suite on a range of devices, and store teaching and learning material in OneDrive for Business.

Examples include:

- Create a OneNote notebook of lesson materials on a PC at school and save it to your OneDrive for Business.

- Away from school you can work on the OneNote notebook on an internet connected tablet or smartphone using Microsoft Office.

- When at home you can use Office for your PC or Mac to continue working on the OneNote notebook.

The use of online storage is for teaching and learning material only (e.g. lesson plans)

You must not place personal, sensitive, health or security classified information into your OneDrive for Business

(For example: student records or detailed information about students is classified as personal information, and may be sensitive. This information must not be placed into your OneDrive for Business without parent consent)

About Privacy

Protecting your privacy is important. It is possible that personal and/or sensitive information may be collected, used, stored and disclosed as part of your use of online services in the classroom. It is important that you read how this happens with respect to each online service in the additional information provided.

Access to your personal information

You can access personal information held by the Department of Education and Training (Department) about you under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014 (Victoria)*.

Protecting yourself online

To further assist you in having safe and positive experiences online, whilst protecting yourself, the Department have published a number of Online training modules to assist you.

See: ICT Security Centre

https://www.edustar.vic.edu.au/catalogue/security/

Your responsibilities

When using all digital technologies, you continue to be responsible for your behaviour as outlined in the Department Acceptable Use Policy for ICT systems. The main themes to consider are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

For further information regarding the Department Acceptable Use Policy for ICT systems, see:

http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx

Opt-out process

Should you not wish to take advantage of the Office software and online storage features being made available through Office 365, you can elect not to use the system.

To enable you to sign-on and access the system, Microsoft require access to your Department username, name, school and title). Your password is not shared with Microsoft.

See the attached fact sheet for further information on how this information is used and secured.

You can request the Department withhold this information from Microsoft by completing the opt-out form on eduGate at the link below.

Should you opt-out, you will not have access to the outlined features of Office 365.

The opt-out form is located on eduGate, See:

https://edugate.eduweb.vic.gov.au/Services/IT/ITServices/eduSTAR/TechCentre/_layouts/15/listform.aspx?PageType=8&ListId=%7B66298509%2D8C99%2D42C3%2DB47B%2DFD3F77AEB34E%7D&RootFolder=

Fact Sheet – Microsoft Office 365

What it is

Office 365 is a cloud based offering by Microsoft, hosted and supported within, and outside of Australia.

The Department has made-available select features of Office 365 for use by school staff and specialist technicians for **educational purposes only**.

The select features of Office 365 that have been made available include:

- Microsoft Office software for PC, Mac, iOS and Android, and

- OneDrive for Business (Online storage for school work and curriculum material)

What it is not

Office 365 is **not** for student records, as such should not be used for school administrative purposes. Office 365 must be used in accordance with the Department Acceptable Use Policy for ICT systems.

Protecting your information in Office 365

Before deciding to provide-access school staff access to select Office 365 features, the Department undertook a privacy impact assessment (PIA) and has an arrangement with Microsoft (for the Department service offering) that sets out how information will be protected. The arrangement means that:

- Ownership of user data rests at all times with users, not Microsoft.

- Microsoft will meet stringent international standards widely acknowledged as the benchmark for providers of Online Services.

- Microsoft will demonstrate it has met its user data commitments by providing the Department with annual audit reports conducted by an independent third party auditors.

What data is collected and where is it stored?	To enable you to sign-on and access the system, Microsoft require access to your Department username, name, school and title). Your password is not shared with Microsoft. To enable you to use OneDrive for Business, you should know that your lesson materials stored within your OneDrive for Business are stored on Microsoft systems which may be located within or outside of Australia.
How is the data used?	Microsoft will **only** use information it holds to provide the services to the school. It will **not** use it for other purposes such as marketing activities or analysing student use of the services.
Is the data secure?	Physical data centre access is restricted to authorised personnel. Microsoft personnel are only able to access user data is extremely limited circumstances and subject to rigorous approval and oversight.
When is the data deleted?	Microsoft will remove all user and associated data from its system when the Department removes a user account from the system. If the agreement between the Department and Microsoft ends, Microsoft will provide access to the data for 90 days and after that will delete all the information.
How is the data disclosed?	Microsoft will only disclose information to other parties where needed to provide the services or where required by law.

Further information

Microsoft Office 365 Online Services Terms

http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx

Further information on how Microsoft protects privacy:

http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx.

Frequently asked questions:

http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx.