



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Year Level Leader who can arrange an interpreter.

## 1. Purpose & Rationale

The Sandringham College Microsoft 365 policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

The use of ICT/Digital Technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their curriculum program. The use of ICT/Digital technologies are found in the Digital Technologies learning area as well as the ICT capability, which is woven across all learning areas.

Schools must ensure that their use of ICT/Digital Technologies supports and enables student learning, and is safe, balanced and appropriate. This often requires a high level of discernment on the part of the teacher, who must ensure that digital technologies enhance rather than detract from a focused and productive teaching and learning environment.

## 2. Policy Goals

Sandringham College is a child safe organisation committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students and cover learning in the digital environment.

Sandringham College Microsoft 365 policy provides guidance for parents and guardians of students who are using the Department of Education and Training, Victoria provisioned Microsoft 365 platform.

## 3. Implementation

### 3.1. Microsoft 365

Microsoft 365 provides learning tools that enable collaboration. All Microsoft 365 tools meet high security and privacy standards to keep schools, students and their data safe.

Microsoft 365 enables a secure learning environment with a comprehensive set of security features so that DET can set policies, control user access, monitor data and quickly respond to security issues.

Microsoft 365 is selected as a tool for Victorian schools so we can

- Help every student do their best work, by introducing flexible and personalised learning
- Help educators put more time back in their day, and connect more meaningfully with students
- Help parents, guardians and families support their children while distance learning and foster the important connection between the school and the home
- Help school IT Managers set up and manage education tools and settings with the ability to scale to the unique requirements of the school.

### 3.2. Child Safety, Privacy and Security

The increased cyber security risk and emerging regulatory standards means it is not appropriate for schools to operate separate technology environments. There is a requirement for Victorian Government Schools to use technologies and ICT services provided by the Department of Education. The department provides a suite of technologies and services to schools. These technologies are regularly assessed for compliance with the child safety, privacy and security standards. Department-provided technologies include:

- high speed internet access with content filtering
- collaboration platforms including Microsoft 365, Google Workspace for Education and WebEx
- enterprise grade WiFi
- single identity for staff and students
- single email address for staff and students
- cloud-based device management solution
- server endpoint detection and response.

In response to the growing cyber security threat to schools the department is working on enhancing the suite of technologies and services to schools to include additional cyber security capabilities, which will be added to the technologies above.

### 3.3. Student Access

Sandringham College students will be provided with access to the full suite of Microsoft Office 365. The student use of these services will be in accordance with the Department of Education and Training Acceptable Use Policy and the Sandringham College Digital Technologies Policy

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system.

The online services provided by Microsoft may be updated from time to time but are only made available to students once they have been reviewed and approved by the Department of Education and Training.

Students will be issued with a Victorian Department of Education and Training username, email address and password by their school. This information will be used to log in to their Microsoft 365 account.

### 3.4 Benefits for Students

Use of Microsoft 365 teaches students

- To be digital citizens through the use of an online system
- Provides access to digital tools for a range of classroom activities
- Allows students to actively collaborate with their class on school work
- Provides digital whiteboard capability in group discussions
- Enables students to access their classwork from different channels
- Helps students to build working relationships with each other
- Promotes knowledge sharing

Microsoft 365 offers students

- Microsoft Exchange – email, calendar
- Sharepoint –
- Office – Word, Excel, PowerPoint, One Note

### 3.5 System management

Information Collection and Storage

Personal information such as name and school work may be collected by the system and stored on databases outside Australia

School staff may access the information as part of the schools usual duty to monitor student work and to support the safe and appropriate use of school systems

The Department has undertaken a privacy and security risk assessment and has a detailed arrangement with Microsoft that sets out how information will be protected. Microsoft will only use the information it holds to provide services to the school.

Sandringham College limits online external access to the essential needs of the learning program. Specialist Technicians are provided with guidance from the Department on how to disable external access, ensure compliance and make required changes.

#### 3.11 Complaints and Concerns

If, after reviewing the information you have questions or concerns about your child's access to Microsoft 365, please contact the college. Should you decide to opt out of this product on behalf of your child, alternative arrangements for undertaking schoolwork will be made.

### 4. Monitoring & Review

At Sandringham College we have established processes for the review and ongoing improvement of our policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident

- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

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## 5. Definitions

DET – Department of Education and Training

## 6. References and Related Policies

Microsoft 365 – Information for Parents and Guardians Guide

Office 365 – Information Pack for Parents Guide

[Microsoft Education website.](#)

Department of Education and Training Acceptable Use Policy

Sandringham College Digital Technologies Policy

Sandringham College Privacy Collection Statement for Enrolment

Sandringham College Privacy Policy

Student Wellbeing and Engagement Policy

Policy Number	SC-OP- 43	Last Date Approval	February 2024
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal, IT Manager	Next Date Review	1 <sup>st</sup> September 2026
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input checked="" type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input checked="" type="checkbox"/> Annual Staff Meeting <input checked="" type="checkbox"/> Annual Parent Meeting <input checked="" type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> College Newsletter <input type="checkbox"/> Staff DL	

# Microsoft 365

Information for  
Parents & Guardians



# Contents

<b>Information for Parents and Guardians</b>	<b>3</b>
What is Microsoft 365	3
What if I have questions or concerns about my child's access to Microsoft 365?	3
<b>Privacy information and personal data collection</b>	<b>4</b>
What personal data is collected?	4
How is the data used?	4
Is this data secure?	4
When is data deleted?	4
Where is the data?	4
What happens if a student needs to retrieve data?	4
Who owns the data?	4
<b>Safety</b>	<b>5</b>
How is my child protected when using these online tools?	5
How can you help protect your child's information?	5
<b>What products are included in Microsoft 365?</b>	<b>6</b>
<b>Microsoft 365 Tools</b>	<b>6</b>
How will my child use Microsoft 365 products?	6
Microsoft 365 Teams	6
OneDrive	7
Microsoft 365 Word, Powerpoint, Excel, Forms and Sway	7
SharePoint	8
OneNote and ClassNotebook	8
Stream	9
Calender	9
People	9
Whiteboard	10
Outlook	10
Minecraft: Education Edition	10
<b>Other Microsoft 365 tools available</b>	<b>11</b>

## Information for Parents and Guardians

This guidance is for parents and guardians of students who are using the Department of Education and Training, Victoria (known as VIC DET) provisioned Microsoft 365 platform.

In this document, please find information on:

- **Privacy information and personal data collection.**
- **Safety.**
- **Microsoft 365 Products.**

### What is Microsoft 365?

Microsoft 365 provides learning tools that enable collaboration. All Microsoft 365 tools meet high [security and privacy standards](#) to keep schools, students and their data safe. Microsoft 365 enables secure learning environments with a comprehensive set of security features so VIC DET can set policies, control user access, monitor data, and quickly respond to security issues.

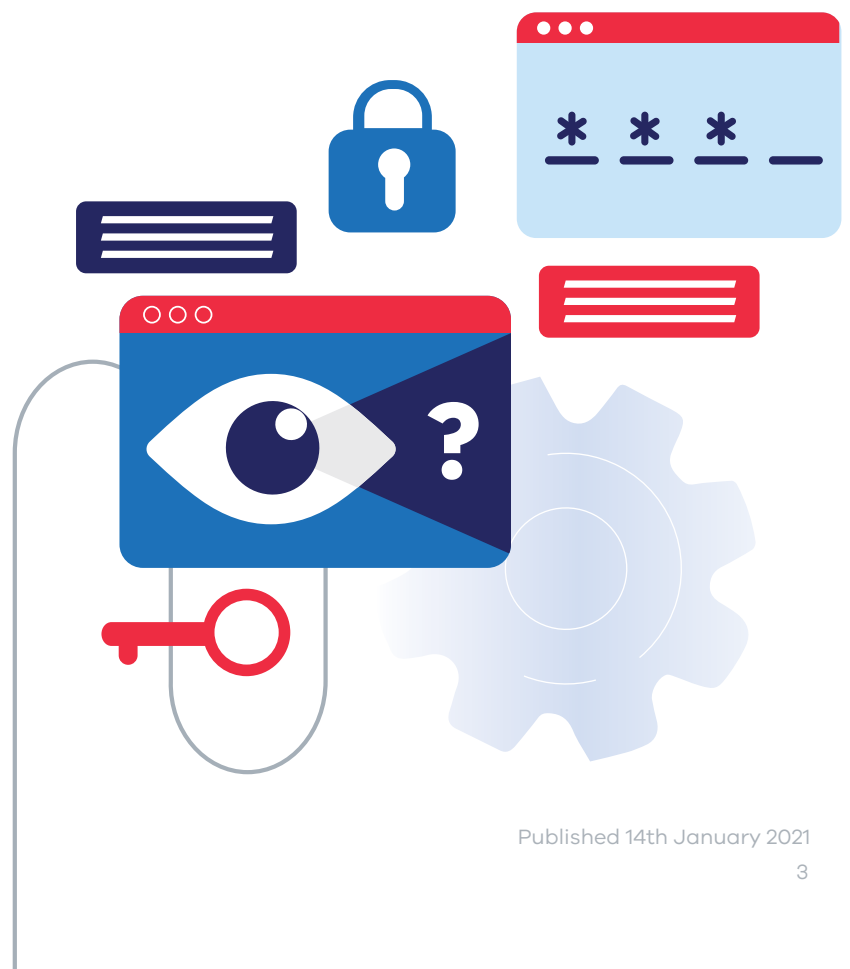
Microsoft 365 is selected as a tool for Victorian schools so we can:

- **help every student do their best work, by introducing flexible and personalised learning**
- **help educators put more time back in their day, and connect more meaningfully with students**
- **help parents, guardians and families support their children while distance learning and foster the important connection between the school and the home.**
- **help IT Administrators set up and manage education tools and settings, with the ability to scale as the unique requirements of school changes.**

To find out more information, please visit the [Microsoft Education website](#).

### What if I have questions or concerns about my child's access to Microsoft 365?

If, after reviewing the information you have questions or concerns about your child's access to Microsoft 365, please contact your child's school. Should you decide to opt out of this product on behalf of your child, alternative arrangements for undertaking schoolwork will be made by the school.



## Privacy information and personal data collection

### What personal data is collected?

To access Microsoft 365, students' personal information and data will be stored and processed by Microsoft to provide VIC DET students with Microsoft 365 services.

Personal information and data includes:

- student VIC DET username
- student VIC DET email address
- student year group
- school name
- Any personal system settings such as preferred language, and any content created by a student (including text, images, sound and multimedia).

Some of this information may be accessed by VIC DET support staff to resolve a technical issue, or where required by law. This information is used to control access to Microsoft 365 services and access to student work.

As part of providing its services, Microsoft may also collect device information, log and location information as detailed in [Microsoft's Privacy Statement](#)

### How is the data used?

Microsoft may use student data for the following purposes:

- to provide Microsoft 365 services
- to troubleshoot issues with Microsoft 365 services
- to maintain and improve Microsoft 365 services.

Microsoft may **not** use student data for the following purposes:

- to build profiles of students based on their data and their use of Microsoft online services
- to create advertisements based on student data or use of Microsoft online services
- use student online usage patterns to research new functionality, products or services.

Details of Microsoft's use of data can be found in the [Microsoft Privacy Trust Centre](#).

**Microsoft will only disclose this data at the direction of the VIC DET or if compelled to do so by law.**

### Is this data secure?

Microsoft is committed to protecting the privacy and security of all users, including students. Microsoft has strong security systems in place to keep personal information secure, including encryption protocols which create barriers against unauthorised access to data.

Microsoft's physical data centre access is restricted to authorised personnel, and multiple layers of physical security are implemented. Microsoft support personnel are only able to access user data in extremely limited circumstances, and subject to rigorous approval and oversight.

Microsoft builds and operates their own secure servers and platform services and makes it easy for administrators to monitor and manage data security.

### When is data deleted?

VIC DET retains all user data on an ongoing basis.

### Where is the data?

Student data is stored across Microsoft's data centres in Australia, except for Microsoft Sway and Microsoft Forms data which is stored in the United States of America.

Learn more about [Microsoft's Data Centres](#).

### What happens if a student needs to retrieve data?

Administrators have access to Microsoft 365 Admin Centre to retain, hold, search and export data in support of VIC DET's data retention and needs. Only VIC DET administrative users who are set up with Microsoft 365 Admin Centre can access the tools.

### Who owns the data?

VIC DET owns the data including all student data—it is Microsoft's responsibility to keep it secure.

### Microsoft Privacy Information

Complaints regarding Microsoft's management of this service should be directed to Microsoft or the [Office of Victorian Information Commissioner](#). Further information on how Microsoft uses personal information may be accessed at: [Microsoft Privacy Statement](#)

### VIC Department of Education privacy information:

#### [VIC DET Privacy Policy](#)

Questions about privacy can be directed to the Department's Privacy team who can be contacted via email:

[privacy@education.vic.gov.au](mailto:privacy@education.vic.gov.au)

There is also a privacy complaints process [available here](#)





## Safety

### How is my child protected when using these online tools?

The Department considers student safety to be of paramount importance. Accordingly, relevant settings are enabled on the Department's Microsoft 365 License to ensure that students are protected from unauthorised contact. This includes:

- **sharing of documents is limited to users within the VIC DET Microsoft 365 environment**
- **only teachers can initiate a video conferencing call using Microsoft Teams - students are not enabled to call each other or people outside the school organisation.**

Students will not receive advertising or marketing materials through their Microsoft 365 accounts. Students will not be contacted directly by Microsoft 365. Should you or your child be contacted by someone claiming to be from Microsoft, you should contact your child's school immediately.

Students should not share personal or sensitive information about themselves or other students or their teachers online. This includes:

- **personal mobile or home phone numbers or home address, including that of other students**
- **personal photographs and video clips unrelated to schoolwork**
- **sensitive information such as health details, including that of other students**
- **bank account details**
- **information that could be used to discriminate against the student or another including information about racial or ethnic origins and/or religious or political belief.**

We encourage parents/carers to visit the [eSafety Commissioner](#) website where there is helpful advice for parents to help their children have safe, enjoyable experiences online.

### How can you help protect your child's information?

- **Remind your child to keep their password safe and not share it with others.**
- **Talk about appropriate use of technology at home and at school.**
- **Remind your child that anything uploaded to Microsoft 365 may be viewed by teachers.**

Students can safely share and save school related work. This includes:

- **a class presentation**
- **conversations about classwork or assignments**
- **school related contact details**
- **class related media - videos, photos, audio, document files**
- **whiteboard notes**
- **emails between students regarding schoolwork (if enabled).**

## What products are included in Microsoft 365?

VIC DET has approved the use of the following Microsoft 365 products:

- Teams
- OneDrive
- Word
- PowerPoint
- Excel
- Forms
- Sway
- OneNote and Class Notebook
- SharePoint
- Stream
- Calendar
- People
- Whiteboard
- Outlook
- Minecraft Education Edition

Other products available:

- Dynamics 365
- Planner
- Lists
- Power Apps
- Power Automate
- Power BI Basic
- Project
- To Do
- Lists

The online Microsoft 365 services offered may be updated from time to time but are only made available to students once they have been reviewed and approved by VIC DET.

## Microsoft 365 Tools

### How will my child use Microsoft 365 products?

Students are issued with a VIC DET username, email address and password by their school. They will use this information to log in to their Microsoft 365 account.

Once logged into Microsoft 365, students can either choose to use the tools in the browser or can install Microsoft products on their computer. Please note, all students can download and access 5 copies of Microsoft 365 products. Apps are also available for Android and Apple devices. Using the browser means that students will need to rely on a stable internet connection to use the products.

Please refer to Microsoft's Guidance for Parents and Guardians [here](#).



### Microsoft Teams

Microsoft Teams is a virtual, online team space that can only be set up by a teacher at your child's school. Only students who are added to a Microsoft Team by a teacher can access the environment.

Using Microsoft Teams, teachers can post updates, create assignments, schedule Teams meetings and share resources. Students can upload work and use Microsoft Teams to communicate and collaborate with their peers and teachers.

If you would like to find out more, please visit [Microsoft Teams: Online & Remote Classroom](#)

Here are some of the default settings in place to ensure Microsoft Teams is safe and secure:

STUDENTS CAN:	YES	NO
Create a Microsoft Team		X
Join a Microsoft Team when invited by their teacher	X	
Invite other students to a Microsoft Team		X
Invite an external user into the Microsoft Team		X
Complete assignments and submit them to their teacher	X	
Start a private chat with other students*		X
Plan a Microsoft Teams meeting with other students		X
Be in a Microsoft Team meeting without a teacher		X

\*A School Principal can elect to change the default settings in Teams to enable private chat for students.



## One Drive

OneDrive is an online cloud storage system where students can access and create all their documents in one place. Within OneDrive, students can create and access all documents including Word, PowerPoint and Excel.

Here are some of the settings in place to ensure OneDrive is safe and secure:

STUDENTS CAN:	YES	NO
Create Word, Excel, Powerpoint, Forms, OneNote	x	
Share their files with other students and teachers	x	
Download copies of their documents	x	
Share their OneDrive with an external use		x



## Microsoft Word, PowerPoint, Excel, Forms and Sway

Microsoft Word is a word processing tool that students can use to create documents. They can create Word documents collaboratively with other students by sharing the document.

PowerPoint is a presentation tool that students can use to create visual presentations. They can create a presentation collaboratively with other students by sharing the PowerPoint file.

Excel is a spreadsheet tool that students can use to collect and present data. They can create Excel spreadsheets collaboratively with other students by sharing the document.

Microsoft Forms is a tool available that can be used to create assessments and quizzes. Students can create Microsoft Forms and share them with others. It will automatically generate an Excel spreadsheet displaying all data collected.

Microsoft Sway is a digital storytelling tool that can be used for presentations and for sharing work. Students can create a Sway and share them with others.

Here are some of the settings in place to ensure Microsoft Word, PowerPoint, Excel, Forms and Sway are safe and secure:

STUDENTS CAN:	YES	NO
Create Microsoft Word, Powerpoint, Excel, Forms and Sway	x	
Share Microsoft Word, Powerpoint, Excel, Forms and Sway with another student or teacher	x	
Share Microsoft Word, Powerpoint, Excel, Forms and Sway with an external user		x



### SharePoint

SharePoint enables students and teachers to create a website using templates provided by Microsoft. Only teachers can publish a site.

Here are some of the settings in place to ensure SharePoint is safe and secure:

STUDENTS CAN:	YES	NO
Create a SharePoint site	x	
Can share a SharePoint site with anyone		x
Publish their own SharePoint and share it publicly		x
Can share a SharePoint site with their teacher or students at their school	x	



### OneNote and Class Notebook

OneNote is a digital notebook that can be used to organise and take notes. Class Notebook is a collaborative notebook that teachers can use to share content.

Here are some of the settings in place to ensure OneNote and Class Notebook is safe and secure:

STUDENTS CAN:	YES	NO
Create a OneNote	x	
Create a Class Notebook		x
Share their OneNote with another student or teacher	x	
Share their OneNote or Class Notebook publicly		x



## Stream

Stream is a video service where students can upload, view and share videos within the Department Microsoft 365 environment.

Here are some of the settings in place to ensure Stream is safe and secure:

STUDENTS CAN:	YES	NO
Upload a video to Stream		x
Publish a video Publicly		x
Share a video on Stream with other students and teachers	x	



## Calendar

Using Calendar, students can stay organised by planning their time effectively. Students can set reminders and schedule events. Teachers can send events to students, such as a Microsoft Teams meeting. Teachers can view a student's calendar to ensure they are available for a meeting time.

Here are some of the settings in place to ensure Calendar is safe and secure:

STUDENTS CAN:	YES	NO
Create an event or reminder	x	
See other students' calendars	x	
Create an event and invite someone who is not a student or teacher		x
Receive calendar invites from their teacher or other students	x	



## People

Microsoft People enables students to create their own online address book. They may add a contact such as their teacher or other students in their class.

Here are some of the settings in place to ensure Microsoft People is safe and secure:

STUDENTS CAN:	YES	NO
Create or add a contact	x	
Communicate with a contact they have added that is not another student or teacher		x



## Whiteboard

Students and teachers can collaborate and share ideas and information using Whiteboard as a virtual whiteboard. Teachers can share Whiteboards with their students.

Here are some of the settings in place to ensure Whiteboard is safe and secure:

STUDENTS CAN:	YES	NO
Create a Whiteboard	<b>x</b>	
Join a Whiteboard created by a teacher	<b>x</b>	
Join a Whiteboard created by a student	<b>x</b>	
Join a Whiteboard created by an external user		<b>x</b>
Share a Whiteboard with an external user		<b>x</b>



## Outlook

Outlook is an email service which enables students to send emails to other students and their teacher. **Please note, Outlook permissions are currently under review. Parents can opt out of their child using Outlook\*.**

Here are some of the settings in place to ensure Outlook is safe and secure:

STUDENTS CAN:	YES	NO
Email users outside the VIC DET environment*	<b>x</b>	
Can receive emails from external users*	<b>x</b>	
Email other students and teachers	<b>x</b>	



## Minecraft: Education Edition

Minecraft: Education Edition is a collaborative, open world game about breaking and placing blocks. Students are using Minecraft to design and build worlds with other students and when learning across the curriculum.

Here are some of the settings in place to ensure Minecraft: Education Edition is safe and secure:

STUDENTS CAN:	YES	NO
Create a Minecraft world	<b>x</b>	
Host a world and share it with other students	<b>x</b>	
Join a world hosted by another student	<b>x</b>	
Host or join a public world		<b>x</b>

## Other Microsoft 365 tools available

**Dynamics 365:** Schools can make use of Microsoft Dynamics to gain insights into student data and analytics so educators can help students improve learning.

**Planner:** Students can create plans using Microsoft Planner. They can organise and share files with other students and teachers, assign tasks and receive updates.

**Power Apps:** Power apps enables students and teachers to build mobile and web apps using data.

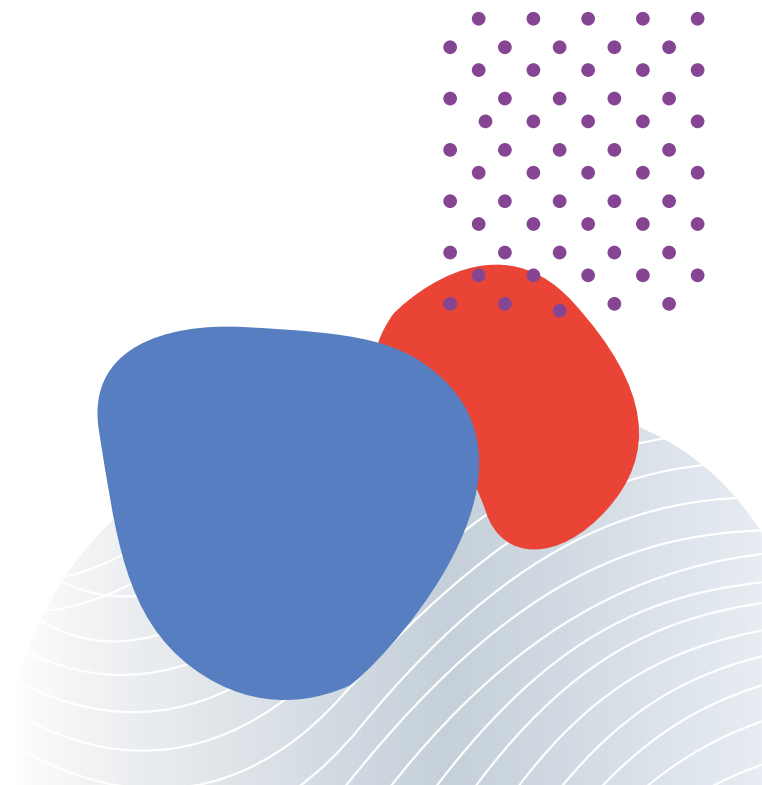
**Power Automate:** Create workflows between your apps, files and data to automate time consuming tasks. Power Automate enables you to create rules for notifications, synchronising files and collecting data within Microsoft 365.

**Power BI Basic:** Create actionable, dynamic and engaging data dashboards that can be shared with others. Identify patterns and create meaning from your own data or public sets of data.

**Project:** Students can create project plans using Microsoft Planner. They can organise and share files with other students and teachers, assign tasks and receive project updates.

**To Do:** Students can use To Do to keep track of all their tasks in one place. Students can add tasks and organise them by priority.

**Lists:** Allows students and teachers to create, share and track data.





## INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



### What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.



### Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



### When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

**Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:**

- |  |                                |
|--|--------------------------------|
| • Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote) | • Skype for Business           |
| • Exchange   | • Microsoft Teams              |
| • OneDrive   | • Sway                         |
| • SharePoint   | • PowerApps                    |
| • Forms  | • School Data Sync             |
| • Flow   | • Minecraft: Education Edition |

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:  
<https://products.office.com/en-au/student/office-in-education>



### What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

### What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in Victoria and New South Wales.



## How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.



**Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.



**Talk** about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.



Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.



### Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.



### Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

**ONLY complete the section below if you DO NOT want your child to have access to this online service.**

## Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

☐

Parent / Guardian Signature:

Parent / Guardian Name: