



LEARNLINK OFFICE 365 POLICY

What is LearnLink Office 365?

LearnLink Office 365 provides you an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of your educational program.

All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services.

- **Email**

You are provided a unique email address that remains the same throughout your enrolment in a State Government school or preschool.

- **Office 365 ProPlus**

Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices.

Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices.

Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by you (or parent-owned). Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

- **Office Online**

Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

- **OneDrive for Business**

OneDrive for Business is a cloud service where you can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents.

You will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.



Using LearnLink Office 365 Services

You are required to sign conditions of use agreements before you have access to school computers, internet, and software which outlines acceptable use.

A number of services provided by LearnLink Office 365 require internet access.

When you are at a school internet access will be filtered by DECD however access from home/off-site is not filtered by DECD and as such, students should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

You are responsible for the information/data in your LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

Installing Office 365 ProPlus

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used.

Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements <https://products.office.com/en-au/office-system-requirements>.

What if I do not want my child(ren) to use the LearnLink Office 365 Services?

Mount Compass Area School requires written notification if you do not consent to your child(ren) using the additional LearnLink Office 365 Services.

Please use dl.0289.info@schools.sa.edu.au to notify the school.

How will I access the LearnLink Office 365 Services?

LearnLink Office 365 services can be accessed by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>.

Additional reading

The information and link provide additional information about keeping children safe online:

- Appendix A: DECD Student privacy and information summary
- DECD Cyber-safety: Keeping Children Safe in a Connected World
<http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf>

Appendix A: Student privacy information summary

Where will the information/data be located?

LearnLink Office 365 service is a Cloud based service, meaning it can be accessed from any Office 365 compatible internet connected device anywhere/anytime. All the information and data is stored in Microsoft's Australian data centres and is subject to Australian Privacy Laws, regulations, and standards.

What information and data will be collected?

Learning materials used by educators to teach the student, and information/data created or uploaded by the student in the LearnLink Office 365 service will be stored in the data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Microsoft does not access, use, track or collect information or data about the student, other than to deliver the Office 365 service on behalf of DECD. In doing so, some system generated data is logged, such as who accessed the services and when.

Who has access to my child's information and data?

The student owns and controls the information and data they create or upload to the LearnLink Office 365 service. They can share their information and data with other LearnLink Office 365 users; this includes staff and students from other DECD schools or preschools. Anyone external to DECD is unable to access student information and data.

Processes are in place to allow authorised DECD staff to access information and data the student has created or to uploaded to the service where required.

Microsoft will only disclose information and data at the direction of DECD or if required to do so by law.

How safe is the student's information and data?

Microsoft's Office 365 Service (LearnLink Office 365) has been certified by the Australian Government as safe to use for government information. The certification letter and report has been verified by DECD. Additionally Microsoft's Office 365 Service is certified to several international security standards.