

### **Office 365 at Home**

Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Norwood Primary School.

When enabled, students at Norwood Primary School will be able to download licenced versions of common applications used in teaching and learning for no charge, and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

**\*\*Please note this will initially involve Year 3-6 students only\*\***

#### **What is Office 365?**

Office 365 provides students with 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 their educational program.

All data and information within Office 365 is stored within an Australian based 'cloud' and provides the following services to students:

- Email (existing service) - Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.
- 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 including 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 a student (including parent-owned).
- Office Online - 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.

#### **Using Office 365 Services**

- All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use.
- The acceptable use agreements have been updated to outline conditions of use for the additional Office 365 services.
- A number of services provided by Office 365 require internet access.
- When students are at a school, internet access will be filtered by DfE, however access from home/off-site is not filtered by DfE, and as such should be supervised.
- Please be aware that as with any internet use, it is possible that viruses and/or other malicious software could be introduced to your personal computing devices via 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.
- Users of Office 365 are responsible for the information/data in their Office 365 account and any important information should be backed up. 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?**

The school requires written notification at the start of each school year if you do not consent to your child(ren) using the additional Office 365 Services. Please email their class teacher or [dl.0131.admin@schools.sa.edu.au](mailto:dl.0131.admin@schools.sa.edu.au)

### **How will my child(ren) access the Office 365 Services?**

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

### **Additional reading**

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

DfE Online Safety – talking with your child about online risks:

<https://www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/bullying-and-cyberbullying/online-safety-support/online-safety-talking-your-child-about-online-risks>

Kind Regards,

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