

Dear families,

### **Introducing LearnLink Office 365**

Our school will shortly be expanding the current email service offered to students with additional services, and will be known as LearnLink Office 365.

LearnLink 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 families whilst their student remains enrolled at Victor Harbor High School.

When enabled, students and families at our school will be able to download licensed 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.

You will find more information about LearnLink Office 365 available from our website [www.vhhs.sa.edu.au](http://www.vhhs.sa.edu.au)

#### **Please read through this information and take note of the following actions:**

- Read through the following three parts to the Digital Citizenship School relating to usage of technology devices at school, usage of Office 365 and Microsoft OneDrive, and consequences of breaches of the agreement with your student, sign each page and return to Mentor Teachers.
- If you do not want your child(ren) to use the LearnLink Office 365 Services, please provide written notification to the school through a letter or email [DL.0799\\_INFO@SCHOOLS.SA.EDU.AU](mailto:DL.0799_INFO@SCHOOLS.SA.EDU.AU) by **Friday 30<sup>th</sup> September 2016**.

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

Students will be provided further information when LearnLink Office 365 services are available, and can be accessed by students by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>

Regards,



Amanda O'Shea  
Principal

# Digital Citizenship School Agreement

This agreement relates firstly to the acceptable usage of devices at school and secondly the usage of Office 365 ProPlus and OneDrive (Microsoft Cloud)

## Part A: Related to the usage of Technology Devices at School

- **Respect Yourself**

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will not post personal information about my life, experiences, experimentation, or relationships. I will not be obscene.

- **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

- **Respect Others**

I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choice of web sites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

- **Protect Others**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, or inappropriate.

- **Respect Intellectual Property**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, or inappropriate.

- **Protect Intellectual Property**

I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and other media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

- **Respect Technology Property**

I will respect and use all school technology and others property in an appropriate manner. I will act with integrity and report any damage to the appropriate person.

**By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in a moral and ethical manner.**

I, \_\_\_\_\_ (student's name) agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow this agreement will have consequences.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Part B: Related to the usage of Office 365 (ProPlus) and Microsoft OneDrive (Cloud)

### What is LearnLink Office 365?

LearnLink 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 LearnLink 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 (new)**

- ✓ 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 a student (including 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 (new)**

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 (new)**

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

Each student 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**

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

Users of LearnLink Office 365 are responsible for the information/data in their 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.

By signing this agreement, I understand that Office 365 ProPlus is a Cloud Based system and that I will follow the "Using Learnlink Office 365 Service" recommendations.

I, \_\_\_\_\_ (student's name) agree to follow the principles of using Office 365 ProPlus outlined in the information provided above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Consequences of Breaches of this Digital Citizenship School Agreement

### Inappropriate Use of Digital Technology

- **Mobile Phone/Personal Devices:**

Warning / rule reminder,

Device will be taken to front office for day where student receives a receipt to collect item at end of day,

Time out recorded,

Criminal offences, illegal activity or materials involved in e-crime will be reported to the police. If criminal charges are laid then the victim(s) could pursue civil action.

- **ICT Equipment:**

Families charged for the repair cost of school equipment. Students are responsible for their own devices.

Student banned from the use of ICT equipment and network for an appropriate period,

Consequences in line with the Victor harbor High School's behaviour policy.

- **Network/Security and Internet:**

The school may monitor traffic and materials sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites. The school may monitor and audit its computer network, computers and other ICT devices/equipment or commission an independent forensic audit,

Auditing may also include student emails or student storage devices used at school,

Students banned for an appropriate length of time (normally around one week),

Acceptable policy form to be re-issued with the breach highlighted to inform parents (to be signed & returned),

Future breaches will result in longer ban periods (ban generally doubles for each offence).

**By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in a moral and ethical manner.**

I, \_\_\_\_\_ (student's name) agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow this agreement will have consequences.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_