

## **Office 365 – Term of Use Protocol for Staff and Students**

Office 365 (O365) is a globally used collection of secure, online, “cloud computing” tools that provide SD50 staff and students with a set of tools for digital productivity, file storage, collaboration and communication.

SD50 provides access to and manages Office 365 accounts for staff and students in the district. These applications are different from public Microsoft applications (such as Hotmail or Outlook.com) in that they are managed by the district, do not present users with advertising or scan student or staff information for advertising, and allow for more strict filtering and application control by SD50 system administrators.

Core Office 365 for Education tools are provisioned within Canada. As such data for the following Office 365 tools is stored in Canada. As such, consent for use is not required for:

- Microsoft Office Online Apps (Word, Excel, Powerpoint, OneNote)
- Onedrive
- Sharepoint Online
- Email, Calendar and Contacts
- Teams – Collaboration and Chat

Certain Office 365 for Education tools store data outside of Canada and are subject to section 30.1 of the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA). As such, consent is required for the use of:

- Sway – online presentations
- Forms – surveys and digital forms

The Microsoft Privacy Policy and O365 Terms of Service state that Microsoft will not share any SD50 O365 information with any 3rd party, except under legal obligation as mentioned in this document below. Therefore, SD50 cannot guarantee protection of secret disclosures of information to a foreign authority as a consequence of foreign laws.

### **Consent**

Before a teacher instructs a student to use one of the non-Canadian hosted tools identified above as storing data outside of Canada, a consent letter must be signed. The SD50 O365 consent letter is found here: <https://sd50.bc.ca/wp-content/uploads/2019/05/Student-FOIPPA-.docx>

### **Personal Information for Account Creation**

The O365 platform allows SD50 to set up, manage and delete all our own staff and student accounts. To create an SD50 O365 account, the following pieces of personal information are shared with Microsoft’s servers: First and Last name; password.

### **Acceptable Use of O365**

The use of O365 by SD50 staff and students is bound by the SD50 (C.9 – Electronic Technology Systems policy). As an overview, this document states that users will conduct themselves in a courteous, ethical and responsible manner while using all district technology resources, including the SD50 O365 platform.

As part of providing access to Office 365, schools must share the following appropriate use guidelines:

- Office 365 is an educational tool. Any personal information stored in your account may be subject to access by school staff as well as being subject to the Microsoft terms-of-use.
- Sending email or sharing documents to individuals outside of the District may expose the information in that email to 3<sup>rd</sup> parties beyond the intended recipient (for example, if the recipient uses a non-Canadian based email system, your email may be subject to foreign privacy laws). You should always use caution whenever sending personal information to 3<sup>rd</sup> parties via email.

- Understand that some Office 365 tools (specifically Forms and Sway) are hosted outside of Canada. When using these tools, students should avoid including personal information. Teachers instructing students to include personal information in these tools are required to request the completion of a consent form prior to use.

#### **Access to O365 by SD50 System Administrators**

All activities conducted on the SD50 O365 platform are not private, and may be monitored or reviewed at any time, and without prior notice.

#### **Access to SD50 O365 by Microsoft**

As per the Office 365 Terms of Service and Privacy documents, all the personal account information and any content created or uploaded into the SD50 O365 platform is owned by SD50 and will not be shared or sold to third party organizations.

However, as outlined in their privacy policy, Microsoft does maintain the ability to access and share personal or content data on the SD50 O365 platform under the following circumstances:

- Microsoft has obtained additional consent from the user to share personal information
- SD50 grants Microsoft explicit permission for troubleshooting purposes
- For legal reasons, Microsoft will share personal information with companies, organizations or individuals outside of Microsoft if they have a good faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Microsoft, their users or the public as required or permitted by law.

#### **Microsoft Terms of Use and Privacy**

The full Microsoft Term of Use and Privacy Statements can be found here:

<https://www.microsoft.com/en-us/servicesagreement/>

<https://privacy.microsoft.com/en-us/privacystatement>