



HINDLIP CE FIRST SCHOOL & TIBBERTON CE FIRST SCHOOL

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Microsoft Teams / Office 365 for Education Acceptable Use Policy

Dear Parents,

As you know we make use of Microsoft Teams to help facilitate any home learning, so we ask that you complete and return this acceptable use policy.

Yours sincerely,

Alex Gromski
Executive Head

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

- Office 365 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.

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

Office 365 services can be accessed by pupils as follows;

- <https://teams.microsoft.com>
- Pupils should login with their usual username and password

Pupil privacy information summary

Where will the information/data be located?

- 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 are stored in Microsoft's UK data centres and is subject to UK 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 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 Tibberton and Hindlip Schools. 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 Office 365 service.
- Anyone external to our schools is unable to access student information and data.
- Processes are in place to allow authorised school 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 Tibberton and Hindlip CE First Schools or if required to do so by law.

Acceptable Use of Technologies

- All use of school equipment is monitored and recorded, including all internet traffic. This is there for the pupil's own protection and well-being and any attempt to circumvent this will result in access to these technologies being withdrawn.
- All pupils have access to Microsoft Office 365 (with parental consent).
- The school may access any data held on Office 365 where appropriate.
- All pupils have access to the internet, however filters for content are in place for users. SLT and the IT Lead receive weekly reports from the web filtering software.

When using technology in school, pupils agree to the following:

- I will use only my own username and password and I will not share this with others.
- I will not access or attempt to access another person's account, or data.
- I will not bring any form of storage media into school.
- I will not share my personal details or arrange to meet anyone.
- If I see or experience anything, I feel is inappropriate, including via email or social media, I will report this to a member of staff, and where appropriate, click the 'report abuse' button on the related web-site/social media app.
- I understand that the school may access any data held on my Office 365 account and will monitor all internet access in school.

Sanctions

Failure to comply with this acceptable use policy may result in the following;

- Accounts being suspended and access to the school network being withdrawn

Pupil's Agreement

- I understand and will abide by the terms and conditions above.
- Should I break the conditions of the acceptable use policy, my permission to use technologies within the school may be revoked.

Parent/Guardian's Agreement

- I have read and accept the terms and conditions of Tibberton and Hindlip CE First Schools' Acceptable Use Policy.
- I confirm that my child has read and understands the terms and conditions of this policy.

Pupil's Name (print): _____ Class: _____

Parent/Guardian's Name (print): _____

Parent/Guardian's Signature: _____

Date _____