

## Office 365 Permission

Please complete, sign, and return to your school.

|   |
|---|
| Student Name: (Last) _____ (First): _____<br>(please print) |
| Grade: _____ School: _____                                  |

### Notice of informed consent for Office 365:

North Vancouver School District No. 44 uses Microsoft Office 365 to provide students in grades 4 - 12 with an email account and seven gigabytes of online file storage for student documents. Students have unique secure log-ins and passwords. These email accounts are used for various educational purposes, such as students working collaboratively on Word, Excel, PowerPoint and OneNote projects, and file sharing documents with teachers.

According to the *BC Freedom of Information and Protection of Privacy Act*, the Board of Education of the North Vancouver School District no. 44 requires parental and student consent to provide Office 365 accounts to students. All of the Office 365 features utilized by NVSD are user-friendly, conducive to collaborative workflows, have enhanced security, and are housed on servers located in Canada. While all student documents and the content of email accounts are stored on secured Canadian servers, the list of student email addresses and student names is also kept on secured Microsoft servers in the United States.

This form must be signed, dated and returned with both parent and student consent provided in order for an Office 365 account to be activated for the above student.

An Office 365 account is provided to a NVSD student only while he/she is an enrolled student within the school district. If the student leaves the school district for longer than 30 days, their account will be deactivated and slated for deletion. Deletion of Office 365 accounts occurs automatically as part of year end systems processing.

### Terms and Conditions of Use of Office 365

1. The use of Office 365 is governed under the school district's Information and Communication Systems and Resources Policy 609 and the Student Acceptable Use of Technology Agreement (12000-99-01).
2. School and district codes of conduct are to be followed in both online and face-to-face environments.
3. Users are expected to respect all guidelines for privacy and confidentiality from the "Freedom of Information and Protection of Privacy Act" to ensure that personal information is not compromised in public areas.
4. Email accounts are provided for educational purposes. The Board respects the privacy of Information and Communication Technology (ICT) users' email. However, use of the ICT services, including Office 365 access, is not private and may be tracked or archived. Use of the ICT services, including Office 365, by any individual may be monitored or reviewed by the Superintendent (or designate) without prior notice if there are reasonable grounds.
5. In accordance with the provincial "Freedom of Information and Protection of Privacy Act", the Board will not intentionally inspect the contents of users' email, or disclose the content to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the Board.
6. District ICT staff will only access email for purposes of resolving technical issues with email accounts at the request of the user.
7. Guidelines related to the use of appropriate language and respect for copyright must be followed.
8. Transmitting or posting threatening, abusive, illegal, commercial or political materials as defined by School Code of Conduct and District Policy 302: Student Conduct and the Student Acceptable Use of Technology Agreement (12000-99-01) is prohibited.
9. Users should not reveal their passwords or personal information such as addresses, phone numbers or ages of themselves, other students or employees when using Office 365. Students should also avoid storing documents and other data which includes information that could be used to identify themselves or others.
10. A signed consent form is required before the school district can activate Office 365 accounts. Access to Office 365 is on the Internet using a web browser and available at home and at school. These guidelines apply regardless of location from which the services are accessed.

If you have questions about this consent or about the collection of student personal information, you may contact:  
The Office of the Secretary-Treasurer, North Vancouver School District, 2121 Lonsdale Avenue, North Vancouver, B.C., V7M 2K6  
Tel: (604) 903 3444 email: [secretarytreasurer@sd44.ca](mailto:secretarytreasurer@sd44.ca)

## Office 365 Permission

### Parent Consent:

Please check **A or B** (not both)

- A.  **I GIVE MY CONSENT** for the school district to collect, use, and share my child's information for the purposes consistent with the use of the above software. I understand that my child's email address and name will be disclosed, stored and accessed outside of Canada and subject to foreign jurisdiction.  
This consent may be withdrawn at any time in writing but withdrawal of consent does not require the school or School District to take any steps to withdraw any personal information used to create this account or any previous files created, uploaded, shared, retrieved or downloaded from Office 365. Unless withdrawn, this consent is effective immediately and applies until my child withdraws from the North Vancouver School District. I also hereby acknowledge that I have read and understood Information and Communication Systems and Resources Policy 609 and the Student Acceptable Use of Technology Agreement (12000-99-01).
- B.  **I DO NOT GIVE MY CONSENT** to the collection, use or disclosure of my child's information for the above purposes. This request is effective immediately and applies until I withdraw from the North Vancouver School District unless I expressly revoke it.

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

Parent/Guardian Name: (Last) \_\_\_\_\_ (First): \_\_\_\_\_  
(please print)

Parent\*/Guardian Signature: \_\_\_\_\_

\* For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.

Parent/Guardian Contact Information (for contact related to this notice):

Telephone No. : \_\_\_\_\_ Email: \_\_\_\_\_

### For School District Students:

In the event of a discrepancy in consent within families, the Board of Education of the North Vancouver School District No. 44 will assume consent has been refused.

Please check **A or B** (not both)

- A.  **I GIVE MY CONSENT** for the school district to collect, use, and share my information for the purposes consistent with the use of the above software. I understand that my email address and name will be disclosed, stored and accessed outside of Canada and subject to foreign jurisdiction.  
**This consent may be withdrawn at any time in writing but withdrawal of consent does not require the school or School District to take any steps to withdraw any personal information used to create this account or any previous files created, uploaded, shared, retrieved or downloaded from Office 365. Unless withdrawn, this consent is effective immediately and applies until I withdraw from the North Vancouver School District.**  
**I also hereby acknowledge that I have read and understood Information and Communication Systems and Resources Policy 609 and the Student Acceptable Use of Technology Agreement (12000-99-01).**

Indicate agreement to the terms and conditions listed above for use of an Office 365 account by signing below:

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

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

- B.  **I DO NOT GIVE MY CONSENT** to the collection, use or disclosure of my personal information for the above purposes. This request is effective immediately and applies until I withdraw from the North Vancouver School District unless I expressly revoke it.

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

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