



# WILLUNGA HIGH SCHOOL



Date: 14<sup>th</sup> of February 2019

Access to Office 365 for Willunga High School Students

Dear Parents/Guardians,

Willunga High School is committed to providing students with access to the most current and relevant ICT learning tools. Microsoft Office 365 (Office 365) is now available for all staff and students to access which complements our existing ICT systems and provides a consistent platform for all students and staff to access and share their work.

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 Willunga High School. Once Office 365 is enabled, students will be able to download licenced versions of common applications used in teaching and learning for no charge, and once installed can be used without an internet connection. Students will also have their own online storage space for files that can be shared with other students and teachers. Willunga High School is seeking to enhance learning by leveraging Office 365 to build students' skills in collaboration, critical thinking, creativity and efficiency.

Office 365 has a number of advantages that will assist student learning including:

- Students have the ability to share/collaborate and edit work from school or home on any device.
- Working in the 'cloud' avoids work being lost as it is available on any device and is always backed up.
- 1TB of storage per student is provided free of charge, which is considerably more than the storage available on netbooks or iPads.
- Microsoft Office Pro Plus is provided free of charge and can be installed on up to 5 computers at home, which allows for students to use any device at home without families having to worry about purchasing additional software.

Although there are a number of benefits to using Office 365, we are making you aware that this system may store data on servers outside of South Australia. Microsoft's Office 365 Service (LearnLink Office 365) has been certified by the Australian Government as safe to use for government information but please note that Office 365 will not be used to store any personal information. **No student addresses, health, medical, behavioural or welfare information will be stored in Office 365.** Further information regarding the associated privacy legislation can be found in the Frequently Asked Questions document located on the Schools Office 365 information page. We strongly recommend installing Office 365 at home as it is a large application to download and install.

We are planning for students to have access to Office 365 from the beginning of week 5, 25/02/2019. If you would like to opt out of this valuable resource, please complete the section at the bottom of this letter and your child(ren) will not receive their username and password. If you are opting out, please ensure you return this completed form to the School Office or via email to [ICT.Helpdesk@whs.sa.edu.au](mailto:ICT.Helpdesk@whs.sa.edu.au) by **21/02/2019** and we will ensure that your child/children are not included in the Office 365 rollout.

Should you have any questions, please don't hesitate to send an email to: [ICT.Helpdesk@whs.sa.edu.au](mailto:ICT.Helpdesk@whs.sa.edu.au)

Yours Sincerely,

**Anthony van Ruiten**  
Principal Willunga High School





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## Microsoft Office 365 opt out

Please return this opt out section to the College by **Thursday 21<sup>st</sup> of February** if you would like your child/children to not be included in the Microsoft Office 365 rollout.

I have read the information about Microsoft Office 365 and **do not** provide consent for my child/children:

..... to access Office 365.

.....

Parent/Guardian Signature

.....

Parent/Guardian Name

...../...../.....

Date

