

## Prairie Spirit Office 365 Privacy Notification

To parents and students of participating Prairie Spirit classrooms

Prairie Spirit, in partnership with Microsoft Education, is offering free home and school access to Office 365 and all associated tools including but not limited to: Word, PowerPoint, Excel, SkyDrive, Access, InfoPath, Outlook, Publisher and OneNote. Your child is not required to logon to this account. Not using this resource will not hamper your child's ability to complete their work. Office 365 will provide schools with an online collaborative working environment for all students and staff who wish to make use of it. The collaborative environment is isolated to the school but sharing of student work with family members is available as an option. Students will have access to chat and sharing tools to use with their classmates and teachers as well as a spirtisds.ca email account.

Prairie Spirit may, in the future, offer access to other free online resources that carry the same privacy implications and ask that this will serve as a privacy notice for new services as they come online. All services and privacy notices will be updated and available for review at [www.spiritsds.ca](http://www.spiritsds.ca).

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**Privacy Notice:** Office 365 resides on both the Prairie Spirit (CA) and Microsoft (US) servers in a synchronized cloud model. You should be aware that anything created or saved in this environment falls under both Canadian and US privacy law. (The Office 365 Trust Center - <http://bit.ly/365privacy>)

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**I have read and provide consent for my child to make use of Office 365.**

This record will be kept on file at the attending school.

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Student Name

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Student Signature (if 14 or older)

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Parent Name

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Parent Signature