Online services cyber safety and privacy information for parents

The ASMS currently offers Office 365 and G Suite by Google Cloud services for use by all students. These services will support them to successfully complete their educational program and prepare them with the skills they will need for future study or employment.

These services are customised for use in education, and are offered at no additional charge while your child remains enrolled at the ASMS.

Students will be able to download licenced versions of Office 365 Pro Plus for no charge on up to 5 personal devices, and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

What are Office 365 and G Suite?

Office 365 and G Suite provide students with a collaboration platform to create, upload and share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. Any additional consent required will be sought through EdSmart.

All data and information within these services is stored within secure 'cloud' based storage and provides the following services to students.

- **Email**

  Students are provided an email address while they remain enrolled at the ASMS that they can use to communicate with other students and teachers. They are expected to monitor this address as it will be the official channel of communication between them and the school.

- **Office 365 Pro Plus**

  Office 365 Pro Plus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices. Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices used by your child.

  Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for MacOS, iOS and Android devices.

- **Online Productivity Tools**

  Office Online and G Suite are web based, lightweight productivity suites (including word processing, presentation, spreadsheeting and website builders) that can be used on most devices capable of connecting to the internet via a web browser without the need to install any additional software.

- **Cloud Storage**

  OneDrive and Google Drive are cloud storage services where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on documents.

  Each student will receive 1 Terabyte of storage space in Microsoft's Australian cloud and 1 Terabyte of storage on Google's Cloud. By default all data and files are private, however they can be shared with other users, including staff and students and in some cases other users outside the school as part of the learning program.

- **Collaboration social media and other online tools**

  Your child will have access to additional online tools as part of the learning program or enrichment opportunities run by the ASMS. These could include social media (eg Facebook, Twitter, Youtube), video conferencing and online chats, webinars, online quizzes and surveys and augmented and virtual reality experiences.

- **AI**

  Your child will be asked to use AI online tools as part of the learning program, explicit consent for these tools recommended by the school will be sent to families at the beginning of 2024.

Using Online Services

All parents/caregivers and students have signed an ethical use of ICT agreement as part of the ASMS enrolment process before your child has access to school computers, internet, software and cloud based services. This agreement outlines conditions of use for all ICT services offered by the ASMS.

Please be aware that as with any internet use, it is possible that viruses and/or other malicious software could be introduced to your personal computing devices via the internet (including email). It is an expectation that personal devices have suitable anti-virus/anti-malware software installed and this and the device operating system is regularly updated by the user of the device.

A number of these services require internet access. When students are at school, internet access will be filtered however access from home/off-site is not filtered and as such should be supervised. Users are responsible for the information they choose to store in these cloud based services and any important information should be backed up in the unlikely event the service is unavailable or the information is lost.

These cloud based services are only to be used in relation to your child study and delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

How will my child access these services?

These services can be accessed by students by logging into the ASMS Portal.

Where will the information/data be located?

Office 365 and G Suite by Google Cloud services are Cloud based services, meaning they can be accessed from any compatible internet connected device anywhere/anytime. All the information and data is stored in Microsoft's Australian data centre or Googles data centre and is subject to 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 into an ASMS provided cloud based service will be stored in the data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Microsoft or Google does not access, use, track or collect information or data about the student, other than to deliver the Office 365 service on behalf of the ASMS and the Department for Education. 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?

Your child owns and controls the information and data they create or upload to these cloud services. They can share their information and data with other users; this includes staff and students from other Department for Education schools and in some cases external users as part of the teaching and learning program.

Processes are in place to allow authorised Department for Education staff to access information and data the student has created or uploaded to the service where required.

Microsoft or Google will only disclose information and data at the direction of the ASMS or Department for Education or if required to do so by law.

How safe is the student's information and data?

Microsoft Office 365 has been [certified by the Australian Government](#) as safe to use for government information. The certification letter and report has been verified by the Department for Education. Additionally Microsoft's [Office 365 Service is certified](#) to several international security standards.

Additional reading

- ThinkUKnow cyber safety fact sheets for you and your family
  https://www.thinkuknow.org.au/index.php/resources-tab/parents-and-carers

- Department for Education Cyber-safety, bullying and harassment
  https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/cyber-safety-bullying-and-harassment