



## Microsoft Teams

# INFORMATION PACK FOR PARENTS

Our school is using online learning services to support learning and teaching. This pack provides information on one of the online services, Microsoft Teams and advice in relation to its safe and responsible use.



### What information needs to be collected?

- Student's school email address.



### Why is this information needed?

- To invite students to MS Teams.
- To allow students to access their class on MS Teams.



### When could this information be accessed by others?

- By other students in the class.
- By teacher and school IT administrator
- Where required by law.

**Microsoft Teams is a cloud based collaboration app that is ideal for class activities. It provides students with access to online learning tools and opportunities such as:**

- Videoconferencing with their teacher
- Joining a class videoconference
- Joining class discussions on a supervised chat feed
- Learning tasks such as quizzes
- Collaborative tasks with other students on shared documents

These tools are for collaboration which necessitates students being able to find and connect with other students and staff in their cohort. As part of their school work, students may be able to communicate via email with students at schools across Victoria.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the School.

For more details on MS Teams visit:

<https://www.microsoft.com/en-au/education/products/teams>



## What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

## What information might students store in MS Teams?

- Microsoft Teams requires a Microsoft account to access, which should be created using a school email address. Otherwise only a password is needed.
- Students may be able to screen share with their class mates and teachers under some circumstances.
- Student's data is stored in data centers located in Australia.

## How can you help protect your student's information?

Whilst your school invites your child to access a class on MS Teams, students will create (or may already have) a Microsoft account, and there are some things that you can do to help keep their information safe.

**Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Students will be required to acknowledge an appropriate use statement that specifically relates to MS Teams.

**Talk** about appropriate uses of technology at school and at home. **Remind** them that all activity MS Teams can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in MS Teams.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

### ✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

### ✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

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For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <https://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

If you'd like to ask any questions, please contact the Distance Education Manager on 03 9474 0500.