



November 2, 2018

Dear Parents and Guardians

In the 21st century, online technology is a way of life and providing the tools to enhance the online learning experience is a District priority.

We are pleased to be able to offer grade 4-7 students free access to a Microsoft Office 365 cloud based account. It includes a personal email address as well as access to the most recent versions of Microsoft Office tools, such as Word, Excel, Powerpoint, OneNote and more. It also includes an online file storage space (OneDrive) so work can be accessed on any device. Office 365 enriches the learning experience providing students and teachers the ability to communicate, store files and collaborate on documents and presentations from school or home, all within a secure online environment.

## Features of Office 365

- Students can install a desktop version of the Office Productivity Suite at home
- It comes with OneDrive that provides 1 Terabyte of cloud-based file storage
- Storage and Backup on Canadian Servers
- Students will get a district-based email address

## Digital Citizenship

We remain committed to teaching students good digital citizenship and safe online behavior. It is the responsibility of each student to ensure that the use of technology is appropriate and for educational purposes only. This includes not storing personal information on your OneDrive account or sharing personal information through your Office email account. For more information, please take a look at our **Terms of Use for Students** and the **Student Network Acceptable Use Policy** by visiting <https://learn.burnabyschools.ca/office365>.

## Student Opt-Out Form

Office 365 student accounts support instruction and learning. If, for whatever reason, a parent/guardian does not wish their child to have access to these cloud-based tools and environment, please fill out and return the Student Opt-Out Form. Go to <https://learn.burnabyschools.ca/office365> to get a copy of the form.

Information on accessing and using your child's Office 365 account can be found at <https://learn.burnabyschools.ca/office365>. If you have further questions regarding your child's use of Office 365 in School District 41, please contact your school directly.

Sincerely

Burnaby School District 41