



# Cloud Services- Student Terms of Use

## **Office 365 and G Suite – Terms of Use for Students**

Office 365 (O365) and G Suite provides students free access to a Microsoft Office 365 and Google cloud-based accounts. It may include a personal email address as well as access to the most recent versions of Microsoft Office tools (such as Word, Excel, PowerPoint, OneNote) as well as Google's suite of tools (Docs, Sheets, G Drive, etc.) and more. It also includes an online file storage space (OneDrive or G Drive) so work can be accessed on any device. Office 365 and G Suite enrich 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.

### **Personal Information for Account Creation**

The O365 and G Suite platforms allow the Yukon Department of Education to set up, manage and delete any student email account and profile. To create an O365 district email account, the following pieces of personal information are required and these will be shared with Microsoft's servers: First and Last name; Student Number; password.

### **Opt-Out**

Students will automatically be assigned an O365 and a G Suite account, however access to these student accounts is optional. If, for whatever reason, a parent/guardian does not wish their child to have access to this cloud-based environment, please fill out the opt out form and return it to your child's school.

### **Acceptable Use of O365 and G Suite**

The use of O365 and G Suite by Yukon Education students are bound by the [Yukon Education Technology Use Guidelines](#). As an overview, these guidelines state that users will conduct themselves in a courteous, ethical and responsible manner while using all Yukon Education's technology resources, including the O365 and Google platforms.

Students must remember that the O365/G Suite tools are for "educational use" only - meaning content related to classroom assignments, projects and curriculum related work. Therefore, steps must be taken by all users to ensure that sensitive, confidential and/or personally identifiable information is not shared in emails, attachments, files and documents created or uploaded into the O365 or Google systems.

Students who are accessing the O365 or Google platforms need to familiarize themselves with the uses and types of information that are both acceptable and unacceptable:



### **Acceptable Uses/Types of Information**

- Classroom assignments, research notes, presentations, school based projects (avoiding assignments that involve personally identifiable, sensitive or confidential information)
- Curriculum-based multimedia objects created by students (videos, pictures, audio files, animations, etc.)
- Curriculum based quizzes, tests, surveys
- Formative assessment material (e.g., teacher comments, peer feedback)
- Calendars for assignment dates and project deadlines
- Communication with teachers and other students related to these acceptable educational purposes (avoiding personally identifiable, sensitive or confidential information)

### **Unacceptable Uses/Types of Information**

- Personal contact information (e.g., home addresses, phone numbers, email address)
- Confidential, sensitive personal information
- Any personally identifiable information (i.e., full names, addresses, emails, contact information) about other persons (e.g., any other student, teacher, parent, family member)
- Student records (e.g., student attendance, schedule, grades, report cards, etc.)
- Classroom assignments involving sensitive or confidential personal information, (e.g., a family history assignment with full names, birthdates, birth locations, etc. of family members)
- Health information (e.g. specialist assessments, psychology reports, IEPs)
- Any files in violation of copyright (e.g., illegally obtained music, videos, copyrighted images)
- Any form of harassment or bullying behaviour

If a student is unsure whether a specific type of information or use of Apps is appropriate or inappropriate, they should ask their teacher before creating the document or email. Inappropriate or prohibited use of O365/G Suite may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.

### **Access to O365 or G Suite by Yukon Education System Administrators**

All activities conducted on the Yukon Education O365 and G Suite platforms are not private, and may be monitored or reviewed at any time, and without prior notice.

### **Access to Yukon Education O365 by Microsoft**

As per the Office 365 Terms of Service and Privacy documents, all the personal account information and any content created or uploaded into the Yukon Education O365 platform is owned by Yukon Education and will not be shared or sold to third party organizations.



### **Microsoft Terms of Use**

The full Microsoft Term of Use can be found here:

- <http://windows.microsoft.com/en-US/windows-live/microsoft-services-agreement>

### **Access to Yukon Education G Suite by Google**

As per the G Suite for Education Privacy Terms documents, all the personal account information and any content created or uploaded into the Yukon Education G Suite platform is owned by Yukon Education and will not be shared or sold to third party organizations.

### **Google Terms of Use**

The full G Suite for Education (Online) Agreement can be found here:

- [https://gsuite.google.com/terms/education\\_terms.html](https://gsuite.google.com/terms/education_terms.html)
- [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

### **Additional Information**

If you have further questions regarding the privacy and use of Office 365 or G Suite in Yukon Education, please contact your school directly or one of our Department of Education contacts responsible for ATIPP:

- David McInnes- Director of Technology and Student Information  
([david.mcinnnes@gov.yk.ca](mailto:david.mcinnnes@gov.yk.ca))
- Eileen Melnychuk- Privacy Coordinator ([Eileen.Melnchuk@gov.yk.ca](mailto:Eileen.Melnchuk@gov.yk.ca))