



The Department of Education is always working to find new ways to improve the digital skills of our students and to engage them more deeply in their learning. As part of this, we are providing access to cloud-based technologies that allow students to work with their teacher and with other students in collaborative spaces. Services that we will be using are Microsoft Office 365 and G Suite for Education (formerly known as Google Apps for Education).

Here are a few features of these services:

Microsoft Office 365

- E-mail, calendars, instant messaging
- Document viewing and editing in a web browser
- Collaborative work spaces
- Use of Microsoft OneNote, Word, PowerPoint and Excel

G Suite

- Calendars
- Document viewing and editing in a web browser
- Collaborative work spaces
- Use of Docs, Sheets, Slides, Forms and more

Many school districts and organizations across Canada rely on Microsoft Office 365 and G Suite. The more we expose students to practical experiences in all these applications, the more they will develop the skills they need for the future.

Privacy and Security

Cloud services store information in a variety of locations. We have conducted reviews on Microsoft Office 365 and G Suite and are satisfied that the personal information of our students is secure and safe.

Microsoft Office 365: Currently, data is stored on servers in the United States and Canada. At our request, Microsoft is moving most Department of Education data to servers in Canada in the near future.


G Suite: Data is stored in servers worldwide.

We are committed to protecting the privacy of our students' personal information, wherever it is stored or accessed. While this is not an educational requirement, the use of these tools will be valuable in your child's education. Yukon Department of Education will provide each Yukon student an account in both of these services that will remain with them until they graduate.

On the reverse side of this letter you will find a form; it is only to be completed if you wish to opt out. If you choose to opt out, please return the form to the school by Sept. 20, 2019. In that case, students will be provided alternative activities that do not require access to these services.

Teachers will provide students further instruction on how to access the new collaboration systems. Please note that none of these services disclose personal information to third parties or use personal information for advertising purposes.

If you have questions or concerns about the use of these services, please do not hesitate to contact David McInnes- Director-Technology & Student Information
david.mcinnnes@gov.yk.ca .



Nicole Morgan
Deputy Minister

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Opt Out form for Student Use of Microsoft Office 365 and G Suite

In order for schools to make use of these services, the following personal information about the student will be shared:

Microsoft Office 365 and G Suite for Education:

- First and last name
- Assigned student e-mail address
- Current School and grade
- Student work and images of student work

I DO NOT consent to the release of my child's personal information to access the online educational services Microsoft Office 365 and G Suite, and therefore opt out.

Signature of Parent or Guardian

Print Name

Print Student Name and Grade

Date

Note: You **must** return this form to the teacher. The form will be stored securely.

We collect the personal information on this form under the following laws: the *Education Act* and the *Access to Information and Protection of Privacy Act*. This information helps us track your consent to your child's participation in specific online educational services. If you have any questions about the information recorded on this form, please contact the Coordinator of Technology Assisted Learning, 867-667-5871 or Toll free: 1-800-667-0408 ext. 5871, Department of Education, 1000 Lewes Blvd., Whitehorse, Yukon, Y1A 3H9.