



550 Poirier Street, Coquitlam, British Columbia V3J 6A7 ● Phone 604-939-9201 ● Fax: 604-939-7828

Consent for Storage and Access of Information Outside Canada (Office 365)

SD43 is pleased to be able to provide students with access to Microsoft Office 365 to support the ability to create, upload, store, and share learning document from school and home as part of classroom assignments. Office 365 provides students with web-based access to Microsoft Office applications such as Word, Excel, and Powerpoint as well as personal OneDrive storage space and email. Information stored on Office 365 will be held in the student’s private account but may be shared by the student with other students for the purpose of classroom collaboration.

Office 365 accounts will be created by the district and will be decommissioned after a student leaves the district or upon request. Please note that Office 365 is an online service located outside of Canada and is therefore subject to foreign privacy laws. As a result, in accordance with the BC Freedom of Information and Protection of Privacy Act (FOIPPA), consent is required prior to storing personal information in Office 365. Students should avoid storing documents containing information that could be used to identify themselves or other persons. The full SD43 Office 365 Terms of Use Protocol can be found here:

www.sd43.bc.ca/Resources/DigitalCitizenship/PermissionLetters/O365TermsOfUseProtocol.docx

Please return a copy of this letter to Hillcrest Middle School _____ signed and dated before Friday, September 11th _____. If you have any questions or concerns, please feel free to contact *our office 604-936-4237*.

Consent: I understand that the information my child may create and store will be stored in or accessed from a location outside of Canada and I hereby consent, on behalf of me and my child, to my child’s information identified above being stored in, or accessed from, a location outside of Canada.

Signature of Parent or Guardian

Date

Print Name

Signature of Student (if over 13)

Print Student Name and Grade

Print School Name

Print Teacher’s Name