February 8, 2019

Dear Families,

Providing technological tools to enhance student learning is a priority for the Burnaby School District. As such, we are pleased to be able to offer free access to a Microsoft Office 365 cloud-based account for students in Kindergarten - Grade 7.

Features of Office 365

Office 365 provides students with the most recent versions of Microsoft Office tools, such as Word, Excel, PowerPoint, OneNote, and more. It also includes:

- the ability for students to install a desktop version of the Office Productivity Suite at home;
- one Terabyte of cloud-based file storage (OneDrive), so school work can be accessed on any device;
- storage and backup on Canadian servers; and
- a district-based email address for students in Grades 4-7.

Office 365 enriches the learning experience by providing students and teachers the ability to communicate, store files and collaborate on documents and presentations from school or home – all within a secure, Canadian-based online environment.

Digital Citizenship

We remain committed to teaching students good digital citizenship and safe online behaviour. This includes refraining from storing personal information on your OneDrive account or sharing personal information through your Office 365 email account. It is the responsibility of each student to ensure that the use of technology is both appropriate and for educational purposes.

Student Opt-Out Form

If you do not wish your child to have access to these tools, which support instruction and learning, please fill out and return a **Student Opt-Out Form.**

More Information

A Student-Opt-Out Form can be found at **https://learn.burnabyschools.ca/office365**, where you can also find more information about our **Terms of Use for Students** and **Student Network Acceptable Use Policy.** This same link includes **information on accessing and using your child's Office 365 account**.

If you have further questions regarding your child's use of Office 365 at school, please contact your child's teacher or Principal.