



Microsoft 365 for Education Permission Form

Dear Parents/Guardians,

The Fairfield School District utilizes Microsoft 365 for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Microsoft as part of Fairfield School District's online presence in Microsoft 365 for Education:

Mail - an individual email account for school use managed by the Fairfield School District

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in the Fairfield School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Fairfield School District's presence in Microsoft 365 for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Microsoft 365 for Education by students:

1. **Official Email Address.** All students will be assigned a username@fldschools.org email account. This account will be considered the student's official FPS email address until such time as the student is no longer enrolled with the Fairfield School District.

2. **Prohibited Conduct.** Please refer to the Board Policy and the acceptable use agreement

http://cdn.fairfieldschools.org/parent-resources/registration/AUP-District-02_02_2017.pdf



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3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Fairfield School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Fairfield School District cannot and does not guarantee the security of electronic files located on Microsoft systems. Although Microsoft does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Fairfield School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of district email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *username@fldschools.org* Microsoft systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Fairfield School District

Microsoft 365 for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Connecticut law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Microsoft 365 for Education may be accessible to someone other than my student and the Fairfield School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Microsoft.

I understand that by participating in Microsoft 365 for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Microsoft 365 for Education (<https://www.microsoft.com/online/legal/v2/?docid=43>) I understand that I may ask for my child's account to be removed at any time.

____ **YES**, I give permission for my child to be assigned a full Fairfield School District Microsoft 365 for Education account. This means my child will receive an email account, access to Microsoft Docs, Calendar, and Sites.

____ **NO**, I do not give permission for my child to be assigned a full Fairfield School District Microsoft 365 for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____

Student ID # : _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____