



Penryn  
College

*'Achieving through Challenge'*

September 2016

**Statement for Web Site – Office 365 and Cloud services**

Dear Parent/Carer(s)

As you will be aware Penryn College has invested significantly in mobile technologies over the last year, allowing all students 1:1 access to iPads. For the year 2016 / 17 we will be rolling out the latest software from Microsoft – the Office 365 suite. This is an educationally-exclusive offering for UK schools allowing students and staff access to both online and installable versions of the current Office suite of programs. It also provides space to store files on the Cloud (online storage).

*Please note - the online version of Office Outlook (e-mail) will be released at a later date due to the extra complexity of transferring existing content from one system to another.*

We intend to rollout the Office 365 suite for all students early in October when full instructions for logging in and carrying out installations will also be provided. A statement regarding legal use of the software at home will be included.

We take the security and safety of our students and their data extremely seriously. Microsoft address security and data protection, especially UK-specific data in education. We also followed advice from both the Department for Education (DfE) and the Information Commissioners Office (ICO). Our obligations as a school, as outlined by the Data Protection Act (DPA), are very clear so it was felt the Microsoft product suited us best. After reviewing all providers, Microsoft had the best assurances for the handling of online data for UK students. To reinforce this, Penryn College also provides in-house training for staff in 'data management' and the education of students during lessons in their own responsibilities regarding e-safety and security.

Should parents/carer(s) have any concerns please feel free to contact our Assistant Headteacher responsible for Safeguarding and E-Safety, Mr John Harvey, either by e-mail ([jharvey@penryn-college.cornwall.sch.uk](mailto:jharvey@penryn-college.cornwall.sch.uk)) or telephone the school reception (01326372379) to ask to speak to him.

Yours faithfully

*Penryn College*

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