Office 365 and Cloud services

Dear Parent / Guardian

As you will be aware Penryn College has invested heavily in mobile technologies over the last 2 years allowing all students 1:1 access to iPads. For the year 2017 / 18 we will be rolling out the latest software offering 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 and also 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 are phasing the rolling out of the Office 365 suite for all students during Autumn Term 2017 when full instructions for logging in and carrying out installations will also be provided (for our new Year 7's this will be at the iPad handout evening Tuesday 26th September).

Links to Microsoft Legal statements can be found by following the link below:

https://www.microsoft.com/online/legal/v2/?docid=13&langid=en-GB

We take the security and safety of our students and their data extremely seriously. The decision to use Office 365 was made after comparing how well companies offering these services cover 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 covered by the Data Protection Act (DPA) are very clear so it was felt the Microsoft product suited us best and was fully compliant with all current applicable legislation. It has the best assurances for handling the online data of UK students of all providers looked at. To reinforce this Penryn College also provides in-house training for staff in data management and education of students during lessons in their own responsibilities regarding e-safety and security.

Should parents / guardians 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) or telephone the school reception (01326372379) to ask to speak to him.