



AND



Western Quebec School Board is now working with Office 365, allowing students and staff to access to all the resources that come with this collection of applications.

Why use Microsoft 365 Education?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within the Western Quebec School Board.
- To facilitate “paperless” transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To prepare students for 21st Century Learning and the use on online resources and tools

How are the Western Quebec School Board and Microsoft 365 linked together?

Western Quebec School Board provides access to Office 365 OneDrive storage. While Microsoft host these services off-site, the School Board maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that WQSB can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

Office 365 and WQSB User Agreement and Parent Consent

Western Quebec School Board must have Parent/Guardian permission for the use of 365 Education. The permission form is part of the Western Quebec School Board's Policy (Policy E-9) on the Appropriate Use of Information & Communication Technology Resources. By signing, the parent/guardian of the student is granting permission for the student to access the networked computer and services such as Internet, email and Office 365. Parent/guardian agree to comply with the Western Québec School Board's Appropriate Use of Information and Communication Technology Resources Policy and understand that they may be held responsible for any violations thereof by the student. They understand that some materials on the Internet may be objectionable; therefore they agree to accept responsibility for guiding the student and conveying to him/her appropriate standards for selecting, exploring and/or sharing information and media.

Western Québec School Board

Appropriate Use of Information & Communication Technology Resources User Agreement and Parent Consent

After reading the Western Québec School Board's Appropriate Use of Information and Communication Technology Resources Policy #E9, please complete this form to indicate you agree with the terms and conditions as stated. The policy can be found at <https://westernquebec.ca/wp-content/uploads/2017/11/E9.pdf>

The signature of the student (and parent/guardian in the case of a minor) and employee is mandatory before students and employees will be allowed access to any WQSB computer or technology-based resources. The form is required to be signed annually for students and once for employees.

User

As a user of the Western Québec School Board's technology hardware, software, networks and Internet access service, I have read and hereby agree to comply with WQSB's Appropriate Use of Information and Communication Technology Resources Policy.

NAME: _____ PLACE OF STUDY/WORK: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____

Parent/Legal Guardian

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Internet and email. I have read and hereby agree to comply with the Western Québec School Board's Appropriate Use of Information and Communication Technology Resources Policy and I understand that I may be held responsible for any violations thereof by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, exploring and/or sharing information and media.

NAME: _____ Email: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____