

Dear pupils, parents and teachers,

Welcome to Office365!

Our pedagogical and administrative team has been using Office365 for some years now and we would like to extend the centralised use of this tool to the entire learning community: pupils and teachers. The same online communication and learning tool is similarly provided by the Office of the Secretary General of the European Schools to all pupils and teachers of type 1 European schools.

OUR GOALS

- Establish one centralised and secure e-learning platform to be used by all parties of the community – pupils, parents and members of school staff – at school and at home (for homework and/ or distance learning)
- Equip pupils with modern learning and working virtual tool.
- Educate pupils to have a responsible and autonomous attitude.
- Educate pupils to work collaboratively online.
- Actively involve pupils in their own learning.

WHAT IS OFFICE 365?

The use of information and communication technologies (ICT-tools) have been part of the pedagogy in all cycles: nursery, primary and secondary. According to the audit of the school carried out in November 2018, “the school has facilities for the integration of digital tools into teaching and learning, these were not often applied in the observed lessons.” To improve the integration of ICT-tools we would like to equip all our pupils with the tools provided by Office 365 as:

- It provides a safe and secured platform for e-learning and collaboration, whilst fostering independence, responsibility and technical skills.
- Teachers and pupils can collaborate, differentiate tasks and personalise learning more easily.
- The other benefits are that the learning content and outcomes can be easily shared with parents of younger pupils (Nursery and Primary) in safe and secure environment.
- Older pupils (upper Primary and Secondary) can learn anytime, anywhere and through activities that are suited best to their own interests and learning styles.
- It is platform neutral (Windows, Mac ...), and can be accessed anywhere where there is an internet connection.
- It can be viewed on any browser, however, has proved most efficient when viewed on Edge, Internet explorer or Chrome (Firefox or Safari require a specific plug-in installation for optimal functioning).
- It is flexible regarding different devices: can be easily used on mobile phones, tablets, laptops.

Office 365 gives the pupils

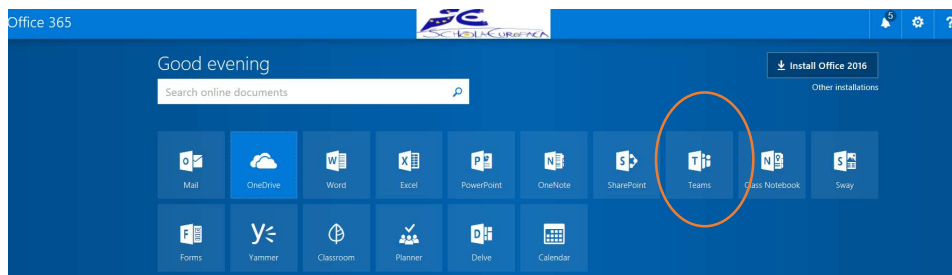
- Complete package of **on-line computer applications and services**, including Microsoft Word, Excel, PowerPoint, OneNote, Teams, Forms, Outlook and others.
- Personal secure **email address**.
- Automatic enrolment in **Teams** (virtual classrooms) corresponding to all their subjects.

Office365 is accessible to pupils (and parents) via a secure **personal login and password**.

KEY FEATURES

1. Teams

Each course your child follows has a **Teams** group created for the class. Pupils and teachers can communicate and collaborate via this site. Documents can be stored for pupils to access, and a class notebook created.



Clicking on the **Teams** tile on the homepage (above) opens the **Teams** page:

- The **Posts** tab allows pupils and teachers to exchange message mutually. The teacher can always see the messages!
- The **Files** tab allows the teacher to share documents for the pupils to use individually of to work collaboratively.
- Pupils' works can be uploaded to **Files**
- The **Class** notebook tab opens a class notebook.

Start a new conversation. Type @ to mention someone.



- **Meet now** tab allows to have instant online meetings and video conferences with all members of the group.
- **Calls** tab allows to have online meetings and video conferences selected members of the group.

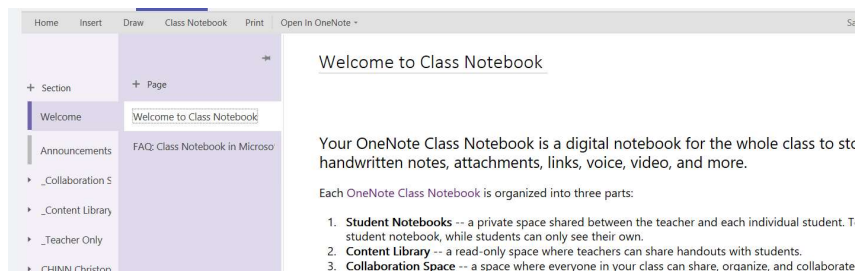
Assignments can be posted in **Teams**, and pupils can access these from the **Assignments** tab on the left side of the page. Assignment must be used only to add additional explanation to the homework posted in general to e-kool/ MySchool.

2. Class Notebook

Microsoft has adapted Office365 for use in education by enabling teachers to create **Class notebooks** and to work collaboratively in **OneNote**. **OneNote** is a very flexible application which allows chapters and pages to be created, into which text, tables and pictures can be placed. Word, Excel and other documents can be pasted into a **OneNote** page.

Each **Class notebook** consists of a collaboration space, a content library and individual personal spaces.

- The **collaboration space** is where pupils can work together on projects or problem-solving.
- The **content library** can be edited by teachers only, and is where they can upload documents, worksheets and place announcements about events, homework or tests.
- Each pupil has a **personal space**, which only he/ she and the teacher can see and edit. The pupil can write notes, upload documents and submit homework as required by the teacher.



3. Email

From the Office 365 homepage, pupils can access **Outlook** for their email. Email management and use is part of the ICT curriculum in S1, and pupils will be encouraged to **use this email in a responsible manner, for communication with teachers and classmates about school matters**. The use of other email addresses for school purposes is not allowed. We propose to introduce the pupils from P3 to the efficient and safe use of email. We will also teach the pupils how to construct and write effective emails.

Since these email addresses are owned by the European Schools, **abuse such as bullying will be traceable**. The school will take any such abuse very seriously. Your children are therefore protected far better than when private unmonitored accounts are being used (WhatsApp, Messenger etc.).

The school will continue to email parents with information, as we have always done.

DATA PROTECTION

The School undertakes to process personal data collected using IT resources in strict compliance with the General Data Protection Regulation.

As indicated in the School's [Personal Data Processing Procedure](#), contractual agreements are moreover in place to ensure that the service providers of software and IT solutions (e.g. Office 365) are fully compliant with the GDPR's provisions and act only in accordance with the School's specific directions.

At the end of each school year, all data available on the class/ group **Teams'** and **Class Notebook** account will be deleted by each teacher.

E-SAFETY

Tallinn European School provides access to the Office 365 platform and implements the following means, namely the prohibition of access to unwanted sites which is ensured thanks to the physical presence of an adult during educational activities, the servers are protected by proxy filters and constantly updated.

Users of Office 365 provided by the School must comply with the School's IT Use Policy here attached. Violation of this Policy will be treated in the same way as breach of the school rules.

AT HOME AND WITH PARENTS

It is important that pupils have a comfortable and safe learning environment at home, where possible, with access to a computer and internet. This is not essential for all in introduction to Office 365, however it will become more relevant and important as from upper Primary. For the younger children this could be in a common area rather than in the child's bedroom.

Parents are encouraged to take an interest on their children's activities on the computer, to encourage them to ask and discuss any issues and to advise them on a sound and responsible use of IT tools and resources.

There is no doubt that today's children spend a lot of time on-line and typically play a lot of computer games. Parents can help balance their child's digital life and screen time by encouraging a variety of activities such as sport, music, reading and discussion. If your child loves computer games, look for strategy or collaborative games, as these develop good thinking skills and teamwork. Limit the time spent passively watching videos, in the same way as you would with TV, and watch or play together whenever possible. The more you are involved with your child, the safer he will be.

ICT USE POLICY

THE OBJECTIVE OF THE INFORMATION TECHNOLOGY USE POLICY OF TALLINN EUROPEAN SCHOOL IS TO ENSURE THAT PUPILS BENEFIT FROM LEARNING OPPORTUNITIES WITH SAFE AND EFFICIENT RESOURCES.

The school aims to create a culture of responsibility and wishes to underline our partnership between the family, the school and the pupil.

In partnership with Microsoft, the school provides pupils with access to Office 365. This package includes a series of online applications and services. Parents will receive their child's identifiers by e-mail from the IT-administrator of the school. Parents will communicate the login credentials to their child, apart from Nursery age children who will not access to Office365 personally, only together with their parents.

NB! Before activating the 365 account, parents and pupils are asked to sign the ICT charter at the end of this document and send it to their class teacher.

School based security strategies

The school employs several strategies to maximize learning opportunities and minimize the risks associated with using the Internet. Secure image search on Google is enabled on devices used by pupils. Filtering software that warns of inappropriate content as well as firewalls, antivirus protections and/or equivalent systems are in use and updated regularly by IT-administrator.

1. Responsibilities of pupils in relation to the ICT materials.

It is stressed that, while the school has a duty to provide an appropriate digital environment, all learners are expected to act responsibly during the activities at school and when accessing to Office 365 from home.

Pupils should treat the materials provided by the school with care and respect. Digital storage media (USB keys, external hard disks, etc.) are not authorized without teacher's permission.

In addition:

- Downloading of unapproved software to school devices will not be allowed.
- Despite the installation of the Proxy that filters websites that contain obscene, illegal, obnoxious or objectionable content, if a pupil accidentally accesses to inappropriate documents, they must report it to their teacher or member of staff supervising immediately.
- Pupils will not reveal their own personal data, such as their addresses, telephone numbers or personal photos.

2. Email, pupil responsibilities

Each pupil will have an identifier including an email account. This identifier must be used for connection to the 365 platform. E-mail should not be used for the defamation of an individual or an organization. Emails sent to an external organization must be written with care.

3. Sanctions

We expect all pupils to abide by this IT use policy. Any improper use of resources could lead to disciplinary measures (written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion).

ICT CHARTER

Respect for materials, resources

I am committed to:

- respect the computer equipment made available to me at school;
- use the equipment and access to the Internet only under the supervision of a responsible adult ;
- install software or modify elements on computers only with the authorization of an adult.

Respect for people (copyright, image rights)

I am committed to:

- mention the source of content (texts, sounds, images, software, games or any other work) for which creator's authorization is requested;
- ask for the necessary authorizations before distributing photographs, videos or sounds;

Private life

I am committed to:

- keep for me and not reveal personal information concerning me or all other persons: name, age, address, telephone number, identifiers and passwords (except to my parents), ...

Freedom of expression

I am committed to:

- use polite language, without profanity and with the concern of making myself understood;
- use respectful words in all cases and not use or communicate words or documents of an inappropriate nature (racist, violent, pornographic or offensive in any way);
- preserve the reputation of others and not convey false information about them;

Pupil

I have (together with my parent for Nursery and Primary pupils) read and agree to follow the Information Technology Use Policy of Tallinn European School. I accept that my role is to use the computer system made available to me at school, Internet and the virtual learning environment in a responsible manner. I agree to abide by the policies set out in this document.

Pupil's signature _____ Date: _____

Parent

As the parent or legal guardian of the above pupil, I have read the Information Technology Policy of the Tallinn European School. I grant my child permission to access the 365 platform as well as Internet. I understand that the school will take all reasonable precautions to ensure that my child does not have access to inappropriate content. I understand that the school cannot be held responsible for the nature or content of the resources accessible via Internet.

Signature of parent / legal guardian _____ Date: _____