



ROANOKE COUNTY PUBLIC SCHOOLS

Department of Technology

5937 Cove Rd. Roanoke, VA 24019 ♦ phone: (540) 562-3700 fax: (540) 562-3983



Microsoft Office 365 instructional tools and student email Opt-out Form

Student Name _____

Grade Level _____

Following our Roanoke County Public Schools technology plan by providing access to 21st century learning opportunities, your child will receive an account for Microsoft Office 365. This will provide access to instructional tools that will empower students and enhance collaboration and communication skills. These tools include student email, Microsoft cloud document storage and online versions of Microsoft Word, Excel, and PowerPoint. Teachers will be using these tools to communicate with students. All personally identifiable information and all user data in Microsoft Office 365 is protected. Microsoft Office 365 systems for Roanoke County Public Schools are COPPA, FERPA and HIPAA compliant.

To ensure compliance with the Children’s Online Privacy Protection Act (COPPA) for students under the age of 13, the following measures are implemented:

- Student email accounts can only send and receive email from within the RCPS district.
- All student emails are backed up and journaled for security purposes.
- All student email and attachments are scanned for inappropriate content by Gaggle security service.

While Roanoke County Public Schools provides Microsoft Office 365 accounts with school-based email, the school division does not require students to have access to this service. Parents that do not wish to have this service available may request the deletion of their child’s Microsoft Office 365 account by signing this opt-out form and returning it directly to the school.

Additional information on Microsoft Office 365 or Gaggle COPPA and FERPA compliance is available online at the links below.

<https://www.microsoft.com/online/legal/v2/?docid=31>

<https://www.gaggle.net/student-data-privacy-notice/>

If you would like to opt-out of this collaborative program, please complete the information below and have your child return it to school.

I do NOT want my child to have a Microsoft Office 365 account including email services.

Parent Signature _____

Date _____

If you have any questions, please contact the school and request to speak to the Instructional Technology Resource Teacher (ITRT). You may wish to review the information on the links above as well.