



The Department of Education is always working to find new ways to improve the digital skills of our students and to engage them more deeply in their learning. As part of this, we are providing access to cloud-based technologies that allow students to work with their teacher and with other students in collaborative spaces. Services that we will be using such as Microsoft 365, Google Workspace, (formerly known as Google Apps for Education), Adobe Creative Cloud, and Sora (student reading app).

Here are a few features of these services:

Microsoft M365

- E-mail, calendars, messaging, video conferencing
- Document viewing and editing in a web browser
- Collaborative workspaces
- Use of Microsoft Teams, OneNote, OneDrive, Word, PowerPoint, Excel, and Minecraft

Google Workspace for Education

- Calendars
- Document viewing and editing in a web browser
- Collaborative workspaces
- Use of Docs, Sheets, Slides, Forms and more

Adobe Creative Cloud

- Industry standard desktop publishing and photo editing
- Includes: Adobe Acrobat, Photoshop, Illustrator, and others

Sora

- E-books and audiobooks on your device

Many school districts and organizations across Canada rely on these cloud-based applications. The more we expose students to practical experiences in all these applications, the more they will develop the skills they need for the future.

Privacy and Security

Cloud services store information in a variety of locations. We have conducted reviews on Microsoft 365, Google Workspace, Sora, and Adobe and are satisfied that the personal

information of our students is secure and safe.

We are committed to protecting the privacy of our students' personal information, wherever it is stored or accessed. While this is not an educational requirement, the use of these tools will be valuable in your child's education. Yukon Department of Education will provide each Yukon student with an account in these services that will remain with them until they graduate.

Attached to this letter, you will find a form; **it is only to be completed and returned if you wish to opt out.** If you choose to opt out, please return the form to the school within 7 days of receiving this form. In that case, students will be provided with alternative activities that do not require access to these services.

Teachers will provide students with further instruction on how to access the new collaboration systems. Please note that none of these services disclose personal information to third parties or use personal information for advertising purposes.

If you have questions or concerns about the use of these services, please do not hesitate to contact David McInnes- Director-Technology & Student Information
david.mcinnnes@yukon.ca

David McInnes
Director -Technology and Student Information

Opt Out form for Student Use of Cloud Services

For schools to make use of these services, the following personal information about the student will be shared with **Microsoft M365, Google Workspaces for Education, and Adobe**

Creative Cloud:

- First and last name
- Assigned student e-mail address
- Current School and grade
- Student work and images of student work

**ONLY return this form to the school if you are choosing to NOT participate.
To opt out at a later date please contact the school.**

I DO NOT CONSENT to the release of my child's personal information to access the online educational services Microsoft M365, Google Workspaces for Education, Adobe, and Sora, and therefore opt out.

Signature of Parent or Guardian

Print Name

Print Student Name and Grade

Date

Personal information is collected under the authority of the *Access to Information and Protection of Privacy Act s.15(c)(i)* and the *Education Act* for the purpose of tracking consent to your child's participation with specific online educational services. For more information about this collection, contact the Director, Technology and Student Information by phone at 867-667-5871, by email at tsi@yukon.ca or by mail at Department of Education PO Box 2703 E-22 Whitehorse, YT Y1A 2C6.