



Bulleen Heights School

Autism Spectrum Disorder

Dear parents and carers,

Bulleen Heights School will use Microsoft 365 to support teaching and learning. Students will/have had access to this system from 05/06/2024.

To find out more about how Microsoft 365 and our school protect your student's personal information read Information for Parents and Guardians on [Arc \(https://arc.educationapps.vic.gov.au/software/30/details\)](https://arc.educationapps.vic.gov.au/software/30/details).

You do not need to do anything for your child to have access to Microsoft 365. If you have any questions or concerns regarding your student using the program, or you do not want your child to participate, please contact the school to discuss your options.

For a reminder of all the third-party online services, applications and systems used by our school which handle student or parent information, please refer to our school website: <http://bulleenheights.vic.edu.au/bhs/home/parent-information/forms-and-documents/>

ICT Team, Bulleen Heights School

| Optional Microsoft 365 – Opt Out Form | |
|--|--------------------------|
| I have read and understand the information contained in the Microsoft 365 Information for Parents and Guardians | Yes/No |
| I DO NOT wish for my child to have access to Microsoft 365 and understand that alternative arrangements for allocating work will be made. | <input type="checkbox"/> |
| Student Name: | |
| Classroom: | |
| Date: | |
| Parent/Guardian Name: | |
| Parent/Guardian Signature: | |