



To Parents/Guardians

At The International School of Paphos, we use Office 365 for Education, and we are seeking your permission to provide and manage an Office 365 Education account for your child. Office 365 for Education is a set of education productivity tools from Microsoft including Outlook, Teams, Microsoft Office Suite, OneDrive, and more. It is the largest Online Learning Platform for students and teachers around the world. The International School of Paphos students will use their Office 365 accounts to complete assignments, communicate with their teachers and, if applicable, sign into their Microsoft Windows devices. All of these services are provided to you at no cost. Welcome to the 21st Century of online learning.

The notice below provides answers to common questions about what Microsoft Office 365 can and cannot do with your child's personal information, including:

- What personal information does Microsoft collect? How does Microsoft use this information?
- Will Microsoft disclose my child's personal information?
- Can my child share information with others using the Office 365 for Education account?

Please read it carefully, let us know if you have any queries and then sign the form to indicate that you have read the notice and give your consent. If you do not provide your consent, we will not create an Office 365 for Education account for your child.

Please be advised that consent to use Microsoft Office 365 service is required for all students to fully embrace the educational experience.

Yours sincerely
Dr Olympiou
Head of School
The International School of Paphos