



Upper Plenty Primary School

Microsoft 365 Parent Information and Opt Out

Dear parents and guardians,

Upper Plenty Primary School will use Microsoft 365 to support teaching and learning. Students will/have had access to this system.

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](#).

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.

Sue Egan

Principal

OPT OUT FORM FOR PARENTS/GUARDIANS

If you choose to have your child/ren Opt Out of using Microsoft 365, please complete and return the attached form.

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.



Student Name:

Class Room:

Date:

Parent/Guardian Name:

Parent/Guardian

Signature: