



Consent Form for the Use of Microsoft Teams for Education

Personal Data:

Student Name	
Student Roll Number	
Class:	
Section :	

I (parent/ guardian/ student), understand that Akshara International School, Wakad Pune 411057 (The School) will be using the Microsoft Office 365 groupware platform Teams for Education (hereinafter "Teams") in order to provide collaboration capabilities for teachers and students, to communicate and work in groups, to share school-related information via a common space.

Teams is a secure cloud-based service by Microsoft that provides remote and dispersed teams with the ability to work together and share information via a common space. Teams combine persistent one-on-one chat, team chat, document collaboration, video meetings, file storage, and application integration. Teams is made up of channels and will serve as digital classrooms.

Digital content will be shared in Teams. Digital learning material will be provided, and a student personal user account and notebook will be created in order to continue the use of the educational services of Akshara International School. Teams allow teachers to distribute, provide feedback, and grade students' assignments turned-in via Teams, and personal data will be passed on to the management and administration personnel of Akshara international School in order to perform and plan the necessary services.

Purpose:

The service will be used to perform the teaching and educational purposes (Purpose) in order to replace face to face learning in case such is not possible, e.g., due to a lockdown.

The content in Teams will be used in accordance with this form to provide education and personal accounts will be created (name, e-mail address, access and content data, audiovisual records, learning documents, chats, etc.). There will be no automated decision making; nevertheless, personal accounts will be created for teaching, classwork, and homework purposes in order to replace the usual school services as far as possible.

I (Parent/Guardian/Student) Consent:

By signing this consent form, I hereby agree to the following:

I give consent to the school to use Teams for the Purpose and the infrastructure and content on the Platform is at the discretion of the school. As far as personal data is stored by Microsoft and its data center via the cloud service Office 365, a controller-processor agreement is in place

The data privacy policy of Microsoft is available at <https://privacy.microsoft.com/en-US/privacystatement>, and you can find further information on Office 365 at <https://www.microsoft.com/en-us/trust-center/privacy/gdpr-overview>

Please note that:

- The student will be identified and rated by the personal data provided in Teams.
- The content in Teams will be the property of the school.
- The student has to use the Teams only for school purpose.
- No personal team has to be created by the student.

Data Privacy and Protection:

The school will securely store the personal data collected from Teams for the period the student is enrolled in the school and dispose of it one year after the student's departure (Term).

The Parent/Guardian/Student hereby confirm that this consent is given on a voluntary basis and includes information that sensitive data may be derived from the use of Teams.

By signing this form, the Parent/Guardian/Student certifies that he/she has read and agreed to all its terms and conditions.

Contact Details

For any questions or requests related to this consent form or the way the collected information will be used, please contact us at:

Akshara International School Wakad, Pune 411057

E-Mail: admin@akshara.in

For any question relating to data protection,
please E-mail us at:
admin@akshara.in

Data Protection Supervisory Authority:

Akshara International School
IT Department
Wakad , Pune 411057
E-mail : admin@akshara.in