

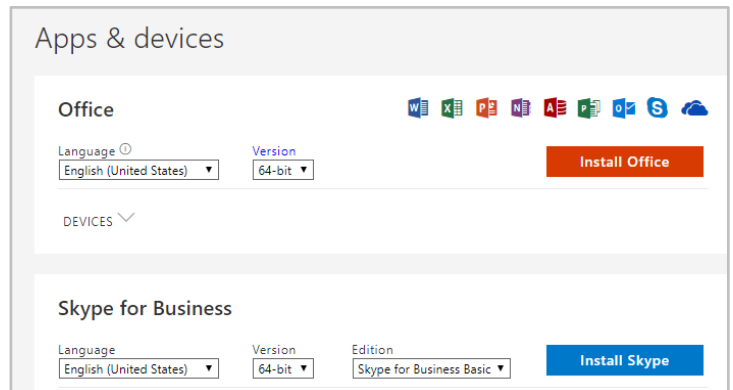


## Downloading & using Office 365 applications on your own computer

For staff working from home during the current partial closure of schools, access to appropriate technology tools can be a barrier as not all staff have a school-issued device. This document explains how this can be overcome by installing O365 software (Word, PowerPoint, Excel and Skype for Business) onto a home computer, and how to make safe use of them within data protection (GDPR) rules.

All United Learning schools' Office 365 licences allow staff and pupils to download and install the full Office suite on up to 5 home computers for free. You can do so by signing in to Office.com with your school email address and password.

Microsoft has made easy-to-follow guidance here <http://bit.ly/3BEBF2F> for both PC and Mac and this next link will take you directly to the download screen shown on the right: <https://aka.ms/office-install>



Important considerations:

- Install both Office *and* Skype (note that there are separate icons for these)
- Once Office has installed, you will need to sign into the individual apps using your school email address and password
- Do not sign in/ activate OneDrive – this is important for data protection reasons (see below)



### Safe use of your own computer without falling foul of GDPR

We have asked your school to adopt a **temporary Bring Your Own Device policy** to enable staff to work from home more easily. Some of the more stringent restrictions have been removed, for the duration of the Coronavirus situation. There are some specific rules governing how you will need to work when using your own computer though:

1. To avoid inadvertently creating personal data on your computer:
  - a. email should only be accessed through the browser-based version of Outlook: <https://outlook.office.com> It works exactly the same!
  - b. if you receive an email with an attachment, it should be viewed/ worked on in the browser version of Word/ Excel. If it contains no personal data (if it's a teaching resource, for example) then that's fine to be opened in the full version of Word/ Excel if you prefer to. If it contains



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personal data (e.g. a list of pupil assessment scores) then it is not to be opened in the full desktop application. The reason for this is that using the installed application to open documents creates a copy of them on your computer, which would amount to a breach of GDPR if it ever got stolen/ sold/ accessed by others, etc.

2. To protect the information on your computer you must:
  - a. use a log-on that is not shared with anyone else at home;
  - b. use a complex password and up-to-date anti-virus software. There is more detail on both of these in [the full policy](#) (for those reading this document on paper, type this link into a browser: <https://bit.ly/2U6ZPZB>);
  - c. use an up to date, supported Operating System and ensure the latest patches are installed;
  - d. ensure it is set to auto-lock after a set period of idleness.

For more information about how to ensure you are complying with the GDPR when working from home please read the full BYOD policy. Once schools are fully open again, your local IT service will help to ensure that no data has been accidentally created and left on your computer.



## Next steps to take if you need to use your own computer to work from home

You will need to complete [this online form](#) to tell us who you are and what type of device you will be using (for those reading this document on paper, type this link into a browser: <https://bit.ly/2PZGNET>)

Returned forms will be sent to your Headteacher for their information and sign-off. It will be their decision whether to allow the request, as they are best placed to judge the circumstances. In most cases, this should be a formality.

Please do not start using your own computer for work until your Head has confirmed that they agree.

Please direct any specific queries you have about this policy to [alan.cornhill@unitedlearning.org.uk](mailto:alan.cornhill@unitedlearning.org.uk)