



## Online Services - 2024

### What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. We have assessed the value and security of this software with guidance from the Department of Education and Training. Our staff are aware of how to use the software appropriately and how to help your child use it safely. Our school uses online services for:

- 1) teaching and learning;
- 2) communication and engagement with parents;
- 3) student administration;
- 4) school management;
- 5) complying with legal requirements; and
- 6) other purposes stated in the [Schools' Privacy Policy](#).

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please visit our website to read important privacy information for parents, guardians and carers.

### How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles](#). Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

We will manage your child's information including how it is stored and how long it is kept, in accordance with the Department's [Records Management Policy](#) for schools.

We will help your child to use online services by providing them with technical or any other assistance they require.

We recommend that parents monitor their child when learning from home and contact the school if they have any concerns relating to the use of online services.

### What content and materials will be shared through the online services?

Students may have the ability to create, store and share any school work related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

### **What school policies and support apply to these services?**

We will ensure that information is handled in accordance with the school's policies including: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#) and [Digital Learning in Schools](#). These will be used to explain to the school community how we expect online learning systems, to be used at school and at home.

Our school policies are available from [our school website](#) or Administration Office.

### **What if you have questions?**

You do not need to do anything for your child to have access to the above listed online services. However, if you have any questions or concerns regarding your child using online services or you do *not* want your child to participate, please contact the school to discuss your options: Principal, Leanne Sinnadurai, [Leanne.sinnadurai@education.vic.gov.au](mailto:Leanne.sinnadurai@education.vic.gov.au)

The following table tells you what information is collected and for what purpose.

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass	* teaching and learning * parent communication and engagement * student administration * school management	Student Full Name Student Class Student DOB Student Email <b>Student Photo</b> <b>Student ATSI status</b> <b>Student Health and Welfare Information</b> Student Behavioural Information Student Assessment Cases21 ID Parent Details	Australia	Student Teacher Administrator Parent
Seesaw	* teaching and learning * parent communication and engagement	Student Full Name Student Class Parent Details	Australia	Teacher Parent

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Microsoft Office (DET brokered)	Various subjects *communication and engagement with parents	Student Full Name Student Email Student Class Student Location Information Student Work Student Assessment	Overseas	Student, Teacher, Administrator
Oliver Library System <a href="https://www.softlinkin.t.com/product/oliver">https://www.softlinkin.t.com/product/oliver</a>	* teaching and learning * parent communication and engagement * student administration	Student Full Name Student Class Student DOB Student Email <b>Student Photo</b> Cases21 ID Parent Details	Queensland , Australia	Student, Teacher, Administrator
Essential Assessment	* teaching and learning	Student Full Name Student Class Cases21 ID Student Work Student Assessment	Victoria, Australia	Student, Teacher
Minecraft for Education	* teaching and learning	Student Full Name Student Class Year Level DET username and password Student Work		Student, Teacher