



Why do we use software at our school?

Our school uses a variety of online services and applications (**software**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. We use software to:

- educate students
- support students' social and emotional wellbeing, and health
- fulfill legal obligations
- communicate and engage with parents
- undertake student administration and school management
- perform other functions stated in the [Schools' Privacy Policy](#) and [Privacy Collection Notice](#).

The software used at our school is:

Software	Whose and what information	Why this information is collected	Data storage location & service provider privacy policy
Compass	Student, parent/carer and staff information including names, contact details, attendance records, timetables, academic reports, wellbeing records, behaviour records, medical alerts, excursion and consent information, communications, and payment information.	To support school administration, attendance management, learning and assessment, parent communication, student wellbeing, reporting, payments, and compliance with Department of Education requirements.	Australia Compass Education - Privacy Policy
Seesaw	Student names, class membership, learning activities, photos, videos, audio recordings, student work samples, teacher feedback, and parent/carer account information where connected.	To document and share student learning, facilitate communication between school and families, and support assessment and reporting.	Australia Privacy Policy Seesaw

Microsoft Office 365	Student and staff names, school email addresses, documents, presentations, spreadsheets, assignments, collaboration data, and communication records.	To support teaching, learning, communication, collaboration, document creation, file storage, and assessment activities.	Australia Microsoft Privacy Statement – Microsoft privacy
Oliver v5 Library	Student and staff names, library borrower records, usernames, year levels, borrowed and returned resources, reservations, reading history (where enabled), and library usage information.	To manage library collections, facilitate borrowing and returns, track resources, provide access to digital resources, support reading programs, and generate library reports.	Australia Data Protection and Privacy Policy - Softlink Education
Minecraft Education	Student and staff account information including name, school email address, username, school affiliation, game progress, assignments, and activity data.	To provide access to Minecraft Education, support learning activities, save student work and progress, and enable teachers to monitor participation and learning outcomes.	Australia Microsoft Privacy Statement – Microsoft privacy
ClickView	Student and staff names, school email addresses, viewing history, saved content, playlists, assessment responses, and usage data.	To provide access to educational video content, support curriculum delivery, and monitor engagement with learning resources.	Australia ClickView Privacy Policy ClickView
Decodable Readers Online	Student names, usernames, reading progress, assessment results, usage statistics, and class membership information.	To provide access to digital reading resources, track reading development, monitor progress, and support literacy instruction.	Cloud based Privacy policy - Decodable

In addition to the above, and where appropriate or permitted by law, school staff or software providers may access information in these software for other purposes, for example, where the software provider needs access to provide technical support.

What content and materials will be shared through the software?

Students may have the ability to create, store and share schoolwork related content, such as photographs, audio and 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.

How do we protect personal and other information?

Personal information will be handled in line with the school's and DE's policies. These include:

- [Schools' Privacy Policy](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Records Management Policy](#)
- [Photographing, Filming and Recording Students](#)
- [Acceptable Use Agreement](#)

We will help your child to use the software safely by providing them with technical or any other help they need.

You can also assist by:

- having conversations with your child about eSafety
- checking that your child is comfortable raising any issues with you or their teacher
- watching your child when they use the software from home to check if they have any concerns.

Who can I contact if I have questions?

If you wish to request access to your/your child's information, have any questions or concerns regarding your child using any of this software, or you do *not* want your child to participate, please contact the school to discuss your options:

wayi.school@education.vic.gov.au