

## Online Services at Athol Road Primary School 20/07/2023

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

Our school uses a variety of online services to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Please click the following link to read important [Privacy information for parents, guardians and carers at primary schools](#). These online services enable our school to deliver its standard functions and activities:

- 1) teaching and learning;
- 2) communication and engagement with parents;
- 3) student administration (including supporting students' social and emotional wellbeing, and health);
- 4) school management;
- 5) complying with legal requirements; and
- 6) any other purposes stated in the [Schools' Privacy Policy](#)
- 7) Academic Assessment & Reporting
- 8) Attendance
- 9) Events Management
- 10) Health and Wellbeing – Behavioural Management
- 11) Health and Wellbeing – Support for Special Needs or At-Risk Students

Some standard school functions have mandatory activities that involve online services. For standard school functions which are non-mandatory activities involving online services, parents may be able to opt out or ask for alternative arrangements.

Our school collects, uses, discloses and stores student and parent personal information on these online services in order to deliver its standard functions and activities, for reasonably expected related secondary purposes, or where otherwise where permitted by law. Unless stated, we do not rely on consent as the basis for use and disclosure of students and parent's personal information.

A list of online services is available at the bottom of the page.

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

Our school is bound by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. These Victorian privacy law require schools to handle personal and sensitive information in accordance with the appropriate principles such as the ten [Information Privacy Principles](#). Privacy impact assessments, appropriate contractual documents and monitoring ensure data is securely and appropriately handled. Our School also provides digital citizenship advice to assist students to have safe and positive experiences online (based on Bully Stoppers and Australian Government's Office of the Children's eSafety Commissioner Website).

### What content and materials your child will be able to share through the online services?

Students own the copyright in any work they create if it is their original work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student. Students may create a variety of work such as:

- artwork or photographs
- video or digital story
- school projects and assessment materials
- podcasts and other streaming outputs
- written work, such as assignments, essays or poetry

Where this work contains information that is personally identifies themselves or others, the school will guide students on the ethical considerations such as respect and consent. The reproduction of student work is often used to demonstrate excellence and celebrate the efforts of students with the wider community. The school asks students for permission to reproduce and publish student work in this way.

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

The following school policies also apply: Acceptable Use Agreements, Student Engagement Policy, Photography and Filming Policy, Cybersafe Policy. These policies will be used to inform the school

community on acceptable behaviours. Our school policies are available from <https://atholroadps.vic.edu.au/learning/#digital>

Students will be supported to develop Cyber Safe practices online. In some instances, inappropriate use of online services may require personal information such as messages or comments in the system to be discussed with a child and their family.

Individuals have the right to request access to their personal information. If you have any questions, please contact Ruby Toombs - Principal at the School on (03) 9547 1224

The following online services are used for multiple standard school functions.

Online Service	Purpose - Standard Function	Information type	Data Storage Location	Accounts
Sentral	* teaching and learning; * communication and engagement with parents; * student administration (including supporting students' social and emotional wellbeing, and health); * school management * academic assessment & reporting * attendance * events management * health and wellbeing – behavioural Management * health and wellbeing – support for special needs or at-risk students * one way communication * payment processing, fees etc.	Student Full Name Student Year Level Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information (e.g. allergies, disabilities, reasonable adjustments) Student Behavioural Information (exclude Health information) Student Assessment eCases ID Parent Details	Victoria	Student, Teacher, Administration Parent
PassTab	Visitor, Contractor, Staff, Parent, Volunteer Attendance	Parent/Visitor/Staff Full Name Reason for Visit Working with Children Check	Sydney	Staff Visitor Administration Parent

The following key online services are used for teaching and learning. Some of these online services also enable schools to communicate and engage with parents about the student's learning outcomes. Please contact our school for further information:

Online Service	Purpose	Information type	Data Storage Location	Accounts
Acer PAT Testing	Numeracy practice tests and social and wellbeing surveys	Student Full Name Date of Birth CASES ID Year Level	Overseas	Student Administration
IXL	Numeracy	Student Full Name Date of Birth CASES ID Year Level	Overseas	Student Administration Teacher

Seesaw	Online student portfolio	Student Work Student Photo and Videos Student Full Name Date of Birth CASES ID Password Student Email	Overseas	Student Administration Teacher
Sunshine Online	Literacy		Overseas	Teacher Administration
WeVideo	Video editing	Student Email Student Photos and Video	Overseas	Student Administration Teacher
G-Suite for Education (DET brokered)	Various subjects *communication and engagement with parents	Student Full Name Student Email Student Year Level Student Location Information Student Work	Overseas	Student Teacher Administration
Reading Eggs	Literacy * communication and engagement with parents	Student First Name & Initial Student Year Level Student Email Student Work	Overseas	Student Teacher Administration
Essential Assessment	Numeracy and Literacy	Student Full Name Date of Birth Password Student Email	Australia	Student Administration Teacher
Quickcliq	Canteen ordering	Student Full Name Year Level Parent Contact Information Payment Details Parent Email Address	Australia	Administration Teacher Parent
Prezi	Education - Lesson Delivery/Activities	Student Full Name Student Email	Overseas	Teacher Student
Wix	Education – Lesson Delivery/Activities	Student Full Name Student Email	Overseas	Teacher Student
Canva	Education – Media creation. Photo & Video editing.	Student First Name Student Last Name Student Email	Overseas	Teacher Student
GetEpic	Education – Lesson Delivery/Activities	Student First Name Student Last Name	Overseas	Teacher Student
Life Skills Group	Education – Student Wellbeing	Student First Name Student Last Name	Australia/Sydney	Teacher Student

From time to time, we may also use other online services for teaching and learning purposes for short periods of time. When we do so, we limit the amount of personal information used in the online

service and take steps to ensure that the personal information is deleted from the online service after it is no longer required, subject to any other record keeping laws.