**Online Services at Pyalong Primary School Updated 11/09/2023**

**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. Our school uses online services for:

* teaching and learning
* communication and engagement with parents
* student administration
* school management
* complying with legal requirements
* supporting students’ social and emotional wellbeing, and health
* supporting policy in relation to student education and wellbeing
* other purposes stated in the [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

**The online services used at our school are:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Online service** | **Whose and what information** | **Why this information is collected** | **Data storage location & service provider privacy policy** |
| Compass | * Student details: First name, surname, age, DOB, eduMail address, class name, year level, school name and country or state * CASES21 ID * Emergency contact details for students * Attendance information * Student reports and assessment results * Photo of student * Medical details that are essential for day-to-day management of student health and safety (please refer to note above table) e.g.   + medications   + allergies   + disability, if necessary adjustments required for disabilities and other conditions * Family (parent/guardian) details: First name, surname, address, email, home and mobile number, school name, identification documentation and eSignature (if using) * Information about parent/ guardian access (but not including actual court orders or IVO documents) e.g. Mary can’t pick-up her son, Johnny, only father, Costa can do so. * Student gender, Aboriginal & Torres Strait Islander (ATSI), English as a Second Language (ESL) status and religion. * Notes on student work, wellbeing, attendance and behaviour | Compass provides schools with a single platform for school and student administration functions, such as financial management, timetabling, attendance, student assessment and reporting, communicating with parents and students, making reasonable adjustments for students with disabilities and other conditions, and fulfilling legal requirements such as duty of care. | Australia – Victoria and NSW  (ISO27001 compliant data centre)  [Compass Education - Privacy Policy](https://policies.compass.education/privacy) |
| Reading Eggs | * Student first name, surname, year level, class, school name. * Students’ responses to online learning. * Information about parent/ guardian access (but not including actual court orders or IVO documents) e.g. Mary can’t pick-up her son, Johnny, only father, Costa can do so. * Student gender, Aboriginal & Torres Strait Islander (ATSI), English as a Second Language (ESL) status and religion. | Provides students with access to online literacy learning tool.  Enables teachers to track and assess student progress and tailor further learning. | USA  [Privacy Policy – ABC Reading Eggs](https://readingeggs.com.au/privacy/) |
| Google Suite for Education (DET brokered) | * Student first name, surname, year level, class * Student email * Student work and assessment | Used for delivery of lessons and assessments in various subjects. Provides access to student work in class or at home. | Overseas  policies.google.com/privacy?hl=en |
| ACER Online Assessment and Reporting System | * Student details: first name, surname, username, gender, class, year level. * Student assessment information. | Enables teachers to assess student growth and progress in English and Mathematics. | Australia  [www.acer.org/privacy](http://www.acer.org/privacy) |
| Mappen | * Student first name, surname, year level, class * Student work and assessment | Used for delivery of lessons and assessments in various subjects. Provides access to student work in class or at home. | Overseas  <https://info.getmappen.com/privacy-policy> |
| Tynker | * Student first name, initial of surname, year level, class * Student work | Provides learning and exploration of computer coding. | Overseas  [www.tynker.com/privacy/student](http://www.tynker.com/privacy/student) |
| Essential Assessment | * Student first name, surname, year level, class, CASES21 ID * Student assessment information. | Enables teachers to assess student growth and progress in English and Mathematics and curriculum planning. | Australia  <https://www.essentialassessment.com.au/privacy/> |

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

Please click this link to read important [privacy information for students, parents, and carers.](https://edugate.eduweb.vic.gov.au/edrms/ISP/Intranet_linked_docs/Privacy_Collection_Notice.docx)

**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 DET’s policies. These include: [Schools’ Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx), [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy), [Acceptable Use Agreement for Digital Technologies](https://www.pyalongps.vic.edu.au/uploaded_files/media/acceptable_use_agreement_for_digital_technologies.pdf), [Digital Learning in Schools](https://www2.education.vic.gov.au/pal/digital-learning/policy) and [Records Management Policy](https://www2.education.vic.gov.au/pal/records-management/policy).

We will help your child to use online learning systems 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 the online services, or you do *not* want your child to participate, please contact the school to discuss your options: Jessica Bowen – Duarte, Principal, ph: 03 5785 1291, email: jessica.bowen-duarte@education.vic.gov.au