



Online Services at Plenty Parklands Primary School

Date of last update: March 2021

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:

- 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 click this link 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.

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 polices and support apply to these services?

The following school policies and documents apply: Digital Technologies Acceptable Use Agreement, Student Engagement and Wellbeing Policy, Photography, Filming and Recording Policy, and Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available on the school website [PPPP School Policies](#).

If you wish to request access to your or your child's information, or have any questions, please contact Sharon Shaw, Business Manager at 9404 4311.

Online services used for multiple purposes

| Online Service | Purpose | Information type | Data Storage Location | Accounts |
|---------------------------|--|--|-----------------------|------------------------------------|
| Compass and Compass Kiosk | * teaching and learning * parent communication and engagement * student administration * school management * attendance * reporting | Student Full Name Student Year Level Student Class Student DOB Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment Student Location Information eCases ID Parent Details | Australia | Teacher Administrator Parent |
| QKR | * school management (online payment system) | Student Full Name Student Class Parent Details | Overseas | Administrator 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 |
|--------------------------------------|---|---|-----------------------|-------------------------------------|
| Book Creator | * teaching and learning * various subjects | Student Full Name Student Class Student Work | Overseas | Student Teacher Administrator |
| G-Suite for Education (DET brokered) | * teaching and learning * assessment * various subjects | Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment | Overseas | Student Teacher Administrator |
| Mathletics | * teaching and learning * assessment * Mathematics | Student Full Name Student Class Student Year Level Student Work Student Assessment | Overseas | Student Teacher Administrator |
| Microsoft Office 365 (DET brokered) | * teaching and learning * assessment * various subjects | Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment | Overseas | Student Teacher Administrator |
| Seesaw | * teaching and learning * various subjects | Student Full Name Student Year Level Student Class Student Work | Overseas | Student Teacher Administrator |

Other online services used for short periods

| Online Service | Purpose | Information type | Data Storage Location | Accounts |
|-------------------|--|---|-----------------------|------------------------------------|
| School Interviews | * event management | Student Full Name Student Class | Overseas | Teacher Administrator Parent |
| Class Creator | * student administration | Student Full Name Student Class Student Year Level Student Behavioural Information Student Assessment | Australia | Teacher Administrator |
| Webex Meetings | * online teaching and learning * various subjects | Student Name Student Video Student Audio * Webex Meetings are not recorded. | Overseas | Student Teacher |