Online Services

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:

o   teaching and learning
o   communication and engagement with parents
o   student administration
o   school management
o   complying with legal requirements
o   supporting students' social and emotional wellbeing, and health
o   supporting policy in relation to student education and wellbeing
o   other purposes stated in the Schools' Privacy Policy.

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 • Student gender, Aboriginal & Torres Strait Islander (ATSI), English as a Second Language (ESL) status and religion • Notes on student work, wellbeing, attendance and behaviour • Student responses to learning tasks, assessment and online surveys. (May include recordings during periods of remote learning.) *Family (parent/guardian) details:*	Compass is a school management and administration software application. It manages student enrolment, monitoring and reporting on their attendance, reporting on academic progress and many other daily tasks that schools must undertake. Compass allows schools to create a profile for each student and keep records associated with that student throughout their time at the school. It also allows the school to communicate with parents and allows parents to access up-to-date information about their child's learning. Teachers can: • track attendance • create and share learning and behaviour plans. • track and analyse assessment and other reportable data, e.g. incidents • view a calendar of events and daily running of events. • use the chronicle function to track student behaviour and health/sickbay incidents. • make use of report design functionality to provide reports and other communications to parents in a consistent format. • upload school timetables and other class activities.	Australia Compass Education - Privacy Policy

	• First name, surname, address, email, home and mobile number, school name, identification documentation and eSignature (if using) • Information about parent/ guardian access (not including actual court orders or IVO documents) e.g. Mary can't pick-up her son, Johnny, only father, Costa can do so *Staff details:* Staff first name, surname, DOB, age, gender, eduMail address, certificates and accreditation, and school name	Through the parent and student portal: • students can upload their work, ask questions, provide feedback and review their assessments. • parents can monitor their child's learning, assessment, timetable and attendance. • can access school communications. • make payments for various school activities. • update their contact details. • parents can provide consent for school activities and excursions. • parents can approve and monitor school absences. School staff can: • prepare and track budgets. • process online orders and payments • manage events, including parent interviews. • prepare and share related reporting. • track professional development. • create and share class timetables.	
Edval Timetable Daily Subject Selections	*Student Details:* • Student first name, surname, year level, class, school name, email address • Staff names. • Timetabling information • Subject Selections *Staff details:* • First name, surname, eduMail addresss gender – optional. • Staff year level, class name, timetabling information, and staff availability *Parent details:* • First name, surname and email address	Edval Timetable is a timetabling tool that the school will use to schedule and display classes for teachers and students, including room allocation. Additional features include online capture of student subject preferences and scheduling of parent-teacher interviews.	NSW Australia Privacy Policy: https://www.edval.education/
Oliver v5 Library	• Student details: first name, surname, gender, year level, class, school, eduMail address, profile photo and alias (borrower's ID). • Parent details: first name, surname, email address.	Enables school community to access library resources, including eResources, as well as manage loans and reservations. Assess the reading level of students by reviewing their reading lists. Create and share book reviews. Send parents notification of overdue books.	Australia Data Protection and Privacy Policy - Softlink Education

The following services are also being used in our school. **These services require opt in consent**. We will provide parents/carers with a consent form should your child need access to one of these services.

Online service	Whose and what information	Why this information is collected	Data storage location & service provider privacy policy
Education Perfect	*Student details* • First name, surname, eduMail address, class name(s), year level, school name, student ID and student avatar • Photos/video of student work or students engaging in tasks • Student reports and assessment results. • Student responses to learning tasks and assessment • Student engagement data (login activity date/time online) *Parent Details:* • Parent/guardian email address *Staff details:* • First name, surname, eduMail address and subject(s) taught	Education Perfect is an online learning tool and works in both a classroom and remote setting. For students, the system aims to create engaging, interactive lessons that scaffold a student's learning. For teachers, it provides a one-stop-shop for lesson planning, setting formative and summative assessments, auto-marking, tracking student progress, direct messaging, and differentiated learning. For parents, Education Perfect provides updates on their child's learning, enabling them to better support their child's learning. Education Perfect can ease teacher workload, empower students, and inform families. The platform can assist with differentiated learning, student engagement, feedback, and assessment. Real-time data is provided to track student progress and create reports.	AWS – Primary location is Sydney but it is expected that AWS have redundancy backups in other locations. Education Perfect Privacy Policy: https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Privacy-Policy-2020-10-02.pdf
Edrolo	*Student details:* Student first name, surname, eduMail address and school name Student year level or class name, and subject(s) Student identifier, e.g. email or Cases21 ID Student academic results and online learning responses *Staff Details:* Staff first name, surname and eduMail address, school phone number, school name and address, role and subjects taught.	Edrolo Standard is an online learning management system that provides interactive videos, formative assessments, practice exams and student performance analytics for teachers and schools. Our school will use Edrolo as a teaching and learning tool to further enhance what is covered in class. Our teachers will use it for: • prescribed holiday homework • pre-class work • post-class consolidation • assessment preparation and exam revision • student self-study • student feedback additional learning support during periods of remote learning.	AUSTRALIA Edrolo's Privacy Policy: https://edrolo.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.

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, Cybersafety and Responsible Use of Digital Technologies, , Acceptable Use Agreement.

Further information on AUAs can be found in PAL: Cybersafety and Responsible Use of Digital Technologies] Digital Learning in Schools and 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: Kathryn Johnson, Assistant Principal, 5973 1000, somerville.sc@education.vic.gov.au.