P.O. Box 249 BOOLARRA 3870
51 Tarwin Street, Boolarra.

Ph. (03) 5169 6471   Fax (03) 5169 6658

Boolarra.ps@education.vic.gov.au

School Website: www.boolarra.vic.edu.au

Principal: Susan Duncan

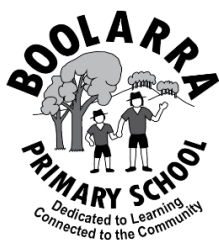# Online Services at Boolarra Primary School February 2023

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:

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
Skool Bag	• Student details: first name, surname, year level, class, school name. • Photos of students included in the newsletter • Parent/carer details: first name, surname, school name, email address.	Skoolbag is a school messaging system and parent information app.	Australia Privacy & Terms - SkoolBag App | SkoolBag
ClearTrack	• Student details: first name, surname, age, gender, class, school name and address, Cases ID, VN ID.	Cleartrack provides schools with a single platform for school and student administration functions, such as, attendance, student assessment and	Australia

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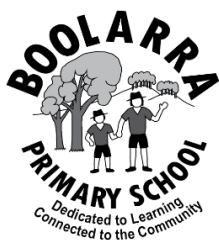
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	• Student and parent language preference. • Student reports and assessment results. • Notes on student work, wellbeing, attendance, and behaviour. • Photographs, documents, drawings files. • Student attendance details. • Staff first name, surname and eduMail address, school name and state, occupation.	reporting, making reasonable adjustments for students with disabilities and other conditions, and fulfilling legal requirements such as duty of care.	Clear Track Privacy Policy
Mathletics	• Student first name, surname, email address, class, year level, school name and country or state. • Student responses to online learning, tests, and academic results. • Staff first name, surname and eduMail address, phone number, school name and state, occupation	Provides students with access to online maths learning tool and online maths competitions. Enables teachers to track and assess student progress and tailor further learning.	USA Privacy Policy – 3P Learning
Google Classroom	• Student first name, surname, email address, class, year level, school name and country or state. • Student responses to online learning, tests. • Staff first name, surname and eduMail address, phone number, school name and state, occupation	• Enables teachers to encourage students in class and engage parents by sharing classroom updates and student work via photos, videos and messages.	USA Privacy & Security Center - Google for Education
Australian Council for Educational Research - Online Assessment and Reporting System (ACER OARS)	• Student first name, surname, email address, class, year level, school name and country or state. • Student responses to online learning, tests.	• Student Details: First name, surname, age, DOB, gender, year level, and school name. • CASES21 ID • Student academic tests and results (online learning, surveys, forms) • Student responses to wellbeing surveys • Language spoken at home • Staff first name, surname and eduMail address, phone number, school name and state, occupation	

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Reading Eggs	• Student first name, surname, year level, class, school name. • Students' responses to online learning.	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
Essential Assessments	• Staff email address, student names, • Student first name, surname, email address, class, age, year level, school name and country or state, pre-existing student identification numbers used by the school and any other information entered by a teacher or student through their account use.	Provides students with access to online maths & literacy learning tool. Enables teachers to track and assess student progress and tailor further learning.	Aust. https://www.essentialassessment.com.au/privacy/

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.

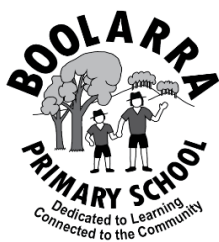## What content and materials will be shared through the software?

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, Policies/Acceptable Use Agreement, 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:

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- having conversations with your child about safety
- 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: Susan Duncan 0351696471.