



Participation, Privacy, Record Management & Access and Copyright Policy

Our school is a technology rich environment. The Internet and Digital Technologies are used extensively throughout the curriculum as part of a blended pedagogical practice and teaching and learning programs. Truganina South Primary School uses a variety of online services to develop 21st century digital literacy, fluency and social responsibility in a safe environment. Truganina South Primary School uses various online services to store student information. This document provides information to the school community about the ways in which online services are used and monitored at the school in relation to participation, privacy, record management and copyright.

This document provides information to the school community about the school's use of online services and storage of student information, including: Participation, Privacy, Record Management and Copyright.

Online services

Our school uses a variety of online services to store student information and to support teaching and learning at our school (Refer to Appendix A).

Some of the online services through which information can be stored and shared, and records can be recorded (such as an excursion consent). Online services are also referred to as Web2 or cloud technologies and are used at Truganina South Primary School for teaching and to assist in the administrative and information management activities of our school.

When we use online services to your child we are required to inform you about:

- Information that we require to create online accounts to access the online services;
- Information which may be collected whilst using one of the online services;
- How we intend to use the online services and its benefit on student learning outcomes; and
- Content and material (i.e. photos, images, animations, recordings, videos) your child will be able to share through the online services.

Information Privacy Act 2000 and the Health Records Act 2001 (Victorian privacy laws). Victorian privacy laws require schools to obtain fully consent from a parent, guardian or carer of a student to use and disclose their personal information. Truganina South Primary School is required to collect in accordance with Victorian privacy laws.

Information of students and parents (obtained from the school's information management system called CASES21) to develop accounts within which enable students and parents to access, participate in and share content and materials through the various tools and functionalities available. Truganina South Primary School takes the privacy of our students, staff, parents/guardians very seriously. If at any time you feel that your privacy may have been breached, please contact the School Principal Class Team (03 9296 1800).

The school seeks your consent for the ongoing use of this personal information through our 'Online Services Consent Form'. Once accepted the consent covers:

the collection, use and disclosure of personal information about the online services used at Truganina South Primary School (Refer to Appendix A);

the collection, use and disclosure of personal information about the collection, and give consent to use, disclose and store your child's personal information;

the collection, use and disclosure of personal information about the policies that apply when your child uses the online services;

the collection, use and disclosure of personal information about the use of your child's work created when using an online service; and

the collection, use and disclosure of personal information about the obtain consent for the transmission of your child's personal information to be stored in secure locations outside of Victoria.

For more information about alternative 'off-line' options to ensure that students who do not use the online services outlined in Appendix A can still participate in online services, please contact a member of our School Principal Class Team on (03) 9296 1800.

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access to the personal information of students

The school respects every Parent's right to make decisions concerning their child's education.

We will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat consent given by the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be no release of information if it would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the law.

In the event of a request for access to personal information in relation to a student, the Principal or relevant staff member will consider the following:

the availability of the information;

the existence of any of the following Court orders in place:

an Injunction Order

Violence Protection Order

Restraining Order

Are any of the following informal arrangements in place:
Dispute Resolution Plan

Carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or i

Dispute between persons who are responsible for decision making in relation to a child, the Principal and staff at Truganina South Primary Schoo

- Involved
- to determine the dispute
- not adopt sides
- Interests of the child or young person involved
- Interests of the school community

How to resolve disputes. These disputes should be resolved between the parents/guardians through discussion, or at Court if necessary.

Right and access

The school is required to create, manage and dispose of public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (

We require that Truganina South Primary School be assured of data quality and security for the period in which personal information or health infor
on the school's behalf. Furthermore, Victorian privacy laws require that the school be able to access, modify and delete personal information and health
online service. Other laws require that the school is able to access, and if necessary transfer information about a student to individuals (under
protection or government agencies (for the purposes of a criminal investigation by Victoria Police, or under a court subpoena).

Do not have copyright to their intellectual property (i.e. images, text, videos) if it is their original work. The school must obtain permission to reproduce
The school may only use the work of another student in the course of collaborative or group work, or with the permission of the other student.

How to contact

For more information please contact a member of the Principal Class Team (Linda Danese, Brianna Morelli, Joel Riddle or Michael Laird) or our IT Team (03
) 9296 1800 or alternatively via email at truganina.south.ps@edumail.vic.gov.au.

This policy will be reviewed annually by School Council to confirm and enhance our school's use of online services and digital technologies.





Appendix A

Online Services Assessment

	Compass School Manager	Office 365	Seesaw	Google Apps for Education
e	<p>Compass Education Pty Ltd</p> <p>An Australian company based in Balwyn North, Victoria.</p>	<p>Microsoft Australia</p> <p>A U.S. company with an Australian based branch located in Melbourne, Victoria.</p>	<p>Seesaw Learning Inc.</p> <p>A U.S. company based in San Francisco.</p>	<p>Google Inc.</p> <p>A U.S. company based in California.</p>
	<p>Compass School Manager is Student Management System which the school uses for student attendance, reporting, information storage, event permission and parent contact.</p>	<p>Office 365 is a cloud based system offering email, instant messaging, virtual conferencing, intranet and online storage.</p>	<p>Seesaw is a digital driven online student portfolio which enables access for parents to see their child's work.</p>	<p>Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home.</p>
1e	<p>Online services at Truganina South Primary School are managed by our IT Department and Principal Class Team.</p>			

<p>How will the school use the service?</p>	<p>The school will be using the online service to provide parents access to student reports, class attendance, events, ongoing news and online payments.</p> <p>Parents are able to contact classroom teachers via the inbuilt e-mail facilities.</p>	<p>The school will be using the online service to give students access to the suite of Office 365 apps, online storage and class blogs.</p> <p>Office 365 will give students free access on their iPad to apps for Microsoft Word, Excel, Powerpoint, Outlook and OneNote.</p>	<p>The school will be using the online service to allow students to create a digital portfolios of their work.</p> <p>Seesaw allows students to showcase their work to staff and parents. Students capture learning with photos and videos of their work, or by adding digital creations.</p>	<p>The school will be using Google Apps for Education to allow collaboration between students on documents and presentations.</p> <p>Teaching staff are given access to their class which allows them to view, monitor and comment on student work.</p>
<p>Where can more information be found?</p>	<p>More information about Compass can be found via the following website:</p> <p>http://compass.edu.au</p>	<p>More information about Office 365 Education can be found via the following website:</p> <p>https://products.office.com/en-au/academic/office-365-education-plan</p>	<p>More information about Seesaw can be found via the following website:</p> <p>http://web.seesaw.me</p>	<p>More information about Google Apps for Education can be found via the following website:</p> <p>https://www.google.com/edu/</p>

– Use and Disclosure by School

	Compass School Manager	Office 365	Seesaw	Google Apps for Education
<p>What information will the school collect?</p>	<p>Student information exported from the DET Admin System (CASES21).</p>	<p>Student name Student ID number Student community</p>	<p>Student name Student ID number Student community</p>	<p>Student name Student ID number Student community</p>
<p>How will the school use the information?</p>	<p>The school will use the information to provide student contact details for staff, timetabling, event management, attendance, reporting and communication</p>	<p>The school will use the information to set up and administer student accounts.</p>	<p>The school will use the information to set up and administer student accounts.</p>	<p>The school will use the information to set up and administer student accounts.</p>

	with parents and the school community.			
sonal to it?	Data stored on Compass School Manager will be stored on a server on the VicSMART WAN at a facility run by Compass Education Pty Ltd in Victoria.	Data stored on Office 365 is promised to be stored on servers located within Australia as per the Office 365 DET Trial.	Data stored on Seesaw will be located on servers outside of Australia.	Data stored on Google Apps for Education will be located on servers outside of Australia.
ly to	<ul style="list-style-type: none"> - TSPS Acceptable Use Agreement(http://www.truganinasouthps.vic.edu.au/wp-content/uploads/2016/08/TSPS-Acceptable-Use-Agreement.pdf) - BYOD Policy (http://www.truganinasouthps.vic.edu.au/wp-content/uploads/2015/07/BYOD-Policy.pdf) - eSmart and Cybersafety Policy (http://www.truganinasouthps.vic.edu.au/wp-content/uploads/2015/07/eSmart-and-Cybersafety-Policy.pdf) - Online Services Assessment (This document) 			
ed as school	Compass School Manager is a required service at Truganina South Primary School as crucial information such as student attendance and reports are stored within it.	If consent is not provided for the use of online services the school will provide alternative methods in the teaching and learning program.		
to the	Certain communications such as private e-mails between parents and classroom teachers will not be able to be accessed or retrieved.	Yes - as data is stored on servers within Victoria and part of the Department Office 365 trial all content (including email messages) can be retrieved and monitored.	The school has a administrative account which allows access to all messages and comments posted on Seesaw. Comments will be moderated by staff prior to being viewed by students and parents.	Google Apps has a revision history feature which allows access to what students have created and erased. Revisions are listed by student that make them and these can be viewed by staff.

– Collection by Service Provider

	Compass School Manager	Office 365	Seesaw	Google Apps for Education
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ion ool	To generate Compass parent accounts to enable parents to have access to attendance, events and reporting information.	To generate personal ID and login details for an Office 365 account and to provide access to Office 365 products.	To generate personal ID and login details for Seesaw and to provide access to Seesaw.	To generate personal ID and login details for a Google Apps for Education account and to provide access to the Google Apps for Education products.	
he rice e	Compass will store student information to provide services to the school community including student contact details for staff, timetabling, event management, attendance, reporting and communication information for parents.	Office 365 may collect support data. Support data is the information that is collected when you submit a support request or run an automated troubleshooter, including information about hardware, software, and other details related to the support incident, such as: contact or authentication information, chat session personalization, information about the condition of the computer and the application when the fault occurred and during diagnostics, system and registry data about software installations and hardware configurations, and error-tracking files.	Seesaw may collect account Information: When teachers, parents, family members, or school administrators create an account on Seesaw they collect your name, email address and password. Students cannot create an account by themselves, but must be invited to a Seesaw class by a teacher or school administrator. Where students have permission to use Seesaw, Seesaw collects personally identifiable information about them including their names, email addresses, and photographs. This information may be entered by a teacher or the student or populated from the student's account with a third party sign-in service, such as their Google account. Seesaw may also collect student journal content, communications and log data.	Google Inc. may collect information about the services accessed by students and how they are used, this includes any viewing or interaction with ads and content. Information that is collected may relate to: - Device information - Log information - Location information - Unique application numbers - Local storage - Cookies and anonymous identifiers This information (which may include personal information) is used to provide, maintain, protect and improve the online services, to develop new ones, and to protect Google and other users. For more information about Google's privacy policy, please refer to: http://www.google.com.au/intl/en/policies/privacy/#infocollect	

	Compass School Manager	Office 365	Seesaw	Google Apps for Education	
What content will be shared?	Student content or works will not be used in Compass.	Students can use Office 365 to store their work digitally. This may include work samples, videos, voice recordings, images and presentations.	Students will create digital portfolios of their work. This may include photographs, videos, voice recordings and blog entries.	Students can use Google Apps for Education to store their work digitally. This may include work samples, videos, voice recordings, images and presentations.	
Who will see the content?	Staff and parents. (Parents can only see content relating to their own children)	Students and staff.	Students, staff and parents.	Students and staff.	
How will the content be shared or stored?	Student work will not be used or reproduced using Compass.	The reproduction of individual student work will only be done via the consent of individual students and their families.	The reproduction of individual student work will only be done via the consent of individual students and their families.	The reproduction of individual student work will only be done via the consent of individual students and their families.	
What are the risks of not using it?	Student work will not be used or reproduced using Compass.	The reproduction of student work may be used to demonstrate excellence and	The reproduction of student work may be used to demonstrate excellence and	The reproduction of student work may be used to demonstrate excellence and	

i?		celebrate the efforts of students with the wider community.	celebrate the efforts of students with the wider community.	celebrate the efforts of students with the wider community.	z s C S T C Y C T F T
been w d?	Truganina South Primary School takes the privacy of all students, parents and staff very seriously. If at any time any member of our school there may have been a breach of their privacy please contact the school and ask to speak to a member of the school Principal Class T follow up on the report.				

South Primary School actively seeks to improve levels of data security and integrity measures available through the online services, to better support parents/carers using the online services. The school actively encourages continued education of its students about cyber safety practices and online services. For information about online safety practices please refer to: <http://www.education.vic.gov.au/childhood/parents/health/Pages/online-safety-practices.aspx>

School is an eSmart Accredited School: <https://www.esmartschools.org.au/Pages/WhatIsAneSmartSchool.aspx>