Online Services at White Hills Primary School <Date of last update 5 June 2020>

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 takes steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students regularly 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: Acceptable Use Agreements, Student Engagement Policy, Photography and Filming Policy, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from https://www.whitehillsps.vic.edu.au/page/60/Policies

If you wish to request access to your or your child's information, or have any questions, please contact Andrew Schaeche - Principal at 0354430799

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Sentral	* teaching and learning * parent communication and engagement * student administration * school management	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment Cases ID Parent Details	Australia	Teacher Administrator Parent
Class Dojo	* teaching and learning * parent communication and engagement * student administration	Student Full Name Student Class Student Assessment Parent Details	Overseas	Teacher Student Parent
QKR	* school management (online payment system)	Student Full Name Student Class Parent Details	Overseas	Parent Administrator
Survey Monkey	* teaching and learning * parent communication and engagement * student administration	Student Full Name Parent Details Student Welfare Information Collected Survey Data	Overseas	Administrator

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
G-Suite for Education (Local)	Various Subjects Teacher Planning & Collaboration	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment	Overseas	Student Teacher Administrator
Essential Assessment	Mathematics	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia	Student Teacher
PAT Online Literacy Assessments	Literacy	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia	Student Teacher
Read Theory	Literacy	Student First Name (and Initial) Student Year Level Student Class	Overseas	Student Teacher

		Student Work Student Assessment		
Epic	Literacy	Student First Name (and Initial) Student Year Level	Overseas	Student Teacher
Study ladder	Various Subjects	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas USA/Canada	Student Teacher
Prodigy	Mathematics	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment		Student Teacher
Scratch	Digital Technologies	Student First Name Student Year Level Student Class Student Work		
Other online services used for short periods	Various subjects * Parent communication and engagement (if applicable)	Student First Name (and Initial) Student Class Student Work	Victoria, Australia or Overseas	None or Teacher only