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Third Party Online Policies and Permissions Update

Important : Please read through this document and complete the approvals for your child to use the online services available to enhance their learning opportunities at Thornlie Senior High School.

By agreeing and signing to all two (2) sections you will be authorising the school to provide your child full access to services such as school Internet, email accounts, digital resources and online file storage.

Students who do not have approval from their parent/carer will have no access to these services.

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Technology and Online Services

Dear Parents/Guardians,

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. I am writing to seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the **permission slip attached to this letter**.

Please explain the content of the Acceptable Use Agreement to your child before the permission slip is signed. **All forms that need to be signed, should be returned** to school so that an online services account can be created for your child. Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored.

Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au) You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software.

Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Thornlie Senior High School teachers make decisions about the best technology to meet the needs of our students and curriculum delivery. A third Party Service Provider is defined as any application that is Cloud Based; any application(s) that may require personal information to be entered before a login is provided. Information that may be required is Name, Gender, Birthdate etc.

Please note that students are asked to use their Education Department Email for Third Party Providers they are asked to sign up to.

The use of any Third Party Service Provider is now given a rating based on the risk associated with data transmitted, the location of the data, what personal information is required and the Terms of Use and Privacy Policy.

For those that are categorized as minimal risk; we will notify you of the services that we use in the school.

For Third Party Service Providers that are Low risk, we will bundle these together on one form and asked for signed consent to use these applications with your child/ren.

For Third Party Service Providers that are deemed as Medium Risk; this rating means there are some security and or/privacy risks identified with the service, explicit consent will be asked from Parents/Guardians.

Any High-Risk Services as deemed by the Department of Education will not be used at Thornlie Senior High School.

Should you have any questions about Third Party Service Providers, please do not hesitate to contact Mr Jon Allard on 08 6235 7942 or call the school on 08 6235 7900.

Yours sincerely

Mrs Donna McDonald
PRINCIPAL

December 2020

PARENT/CARER CHECKLIST

Third Party Online Policies and Permissions

(Please complete all sections of this package that are highlighted in yellow).

Section A

(Students identification).

Tick

Section C

(Requesting Consent to Disclose Personal Information to Third Party Services Page 14).

Tick

SECTION B

NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES 2021

Technology and Computer Online Applications
Third Party Service Providers (Appendix G)

The following third party services are being used in our school – no consent required. Please contact the school if you have any queries.

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION
Name Compass https://www.compass.education	Category School Management Software	Information provided: Student name, student email, date of birth, address, phone number, school name, class details, school year, student work, attendance, behaviour, profile or other photos, gender, medical or health, grades or performance, financial information, videos, parent email, mobile, financial information and letters (consent). How the information is used: School management system. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://sites.google.com/a/jdlf.com.au/policies/policies https://sites.google.com/a/jdlf.com.au/policies/privacy
Name Zoom https://zoom.us/	Category Web conferencing	Information provided: Staff/teacher: name, email, personal information Student: name, email, photos or videos, other data These could fall in other data: school How the information is used: Web conferencing platform. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://zoom.us/terms https://zoom.us/docs/en-us/schools-privacy-statement.html https://zoom.us/privacy

SECTION C

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES 2021

The following third party services are being used in our school. These services require us to share some personal information about your child and **require you to provide bundled software consent** for each service before we do so.

Please contact the school if you have any queries. These have been deemed low risk by the Department of Education.

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION
<p>Name Adobe Creative Cloud for Education</p> <p>https://www.adobe.com/au/creativecloud/buy/education.html</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name and email Student: name and email Parent: name and contact information</p> <p>How the information is used: Includes Creative Cloud “All Apps” Education K-12 2020</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.adobe.com/au/privacy/policy.html</p> <p>https://www.adobe.com/au/legal/terms.html</p>
<p>Name Apple</p> <p>https://www.apple.com/au</p> <p>Includes: iCloud, Apple education, Apple School Manager, Pages, Keynote, Numbers, iMovie, Classroom, Garageband and Voice memo</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username</p> <p>How the information is used: Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.apple.com/au/privacy/</p> <p>https://school.apple.com/</p>

Name AutoCAD https://www.autodesk.com.au/	Category Teaching and Learning References & Resources	Information provided: Staff/Teacher: name, email Student: name, email, date of birth, work How the information is used: Design and drafting application Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement
Name Autodesk Inventor https://www.autodesk.com.au/products/inventor/overview?term=1-YEAR&support=null	Category Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email Student: name, email, date of birth, work How the information is used: 3D mechanical design Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement
Name ClickView https://www.clickview.com.au/	Category Teaching and Learning References & Resources	Information provided: Staff/teacher: name and email Student: name and email photos or videos How the information is used: Educational videos. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.clickview.com.au/privacy-policy/ https://www.clickview.com.au/terms-and-conditions/ https://www.clickview.com.au/clickview-online-terms/
Name Code.org https://code.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username How the information is used: Coding, Scripting, Programming; Online learning, Online courses. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://code.org/tos

<p>Name Comic Life https://plasq.com/</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: email Other data: school name How the information is used: Comic creation tool. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://plasq.com/support/plasq-com-privacy-policy/</p>
<p>Name Education Perfect https://www.educationperfect.com</p>	<p>Category Teaching and learning References and resources</p>	<p>Information provided: Student name, student email, school, phone number, class details, school year, student work, grades or performance and videos. How the information is used: Enables students to access an online learning and assessment platform with differentiated learning experiences. There is the option to enrol in world series competitions against other students. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_terms_of_use_2018-07-26.pdf https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_privacy_policy_2018-08-13.pdf</p>
<p>Name Educreations https://www.educreations.com</p>	<p>Category References and Resources Teaching Aids and Equipment</p>	<p>Information provided: Staff name, staff email, student name, student email, date of birth (verification only), address, phone number, school, class details, school year, student work, geolocation/GPS and audio recordings. How the information is used: Enables students to view teacher presentations and create their own. The creator is able to annotate, animate, and narrate nearly any type of content while explaining any concept. Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy https://www.educreations.com/terms/ https://www.educreations.com/privacy/ Teachers are able to share their presentations with anyone including parents. Students within a class can only share with their teacher.</p>

<p>Name ePlatform One</p> <p>https://eplatform.co/au/eplatform-one</p>	<p>Category Digital resources</p>	<p>Information provided: Staff/teacher: name and email Student: name, email, date of birth and gender Parent: name</p> <p>How the information is used: Digital library with eBooks and audiobooks</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://eplatform.co/au/privacy-policy/</p> <p>https://eplatform.co/au/terms-and-conditions/</p>
<p>Name GameMaker Studio 2 (Educational License ONLY)</p> <p>https://www.yoyogames.com/gamemaker</p>	<p>Category Computer Programming Game Design</p>	<p>Information provided: School name, username and password.</p> <p>How the information is used: Students will not be asked to create their own user account and instead will have access to Gamemaker via the school's account. Enable computer programming through game design.</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.yoyogames.com/legal/eula</p> <p>https://www.yoyogames.com/legal/privacy</p>
<p>Name Google Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p>https://edu.google.com/intl/en_au/products/gsuite-for-education/</p>	<p>Category Productivity tools References & Resources</p>	<p>Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive).</p> <p>How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy</p> <p>https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460</p> <p>https://gsuite.google.com/intl/en/terms/education_privacy.html</p> <p>Terms of Use / Privacy Policy</p> <p>https://edu.google.com/intl/en_au/why-google/privacy-security/</p> <p>If using 'Additional Services' the below apply</p> <p>https://gsuite.google.com/intl/en/terms/additional_services.html AND https://policies.google.com/terms</p>

<p>Name Grok Learning https://groklearning.com/</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email and other data Student: name, email, gender and other data How the information is used: Online programming platform. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://groklearning.com/policies/terms/ https://groklearning.com/policies/privacy/ https://groklearning.com/policies/security/</p>
<p>Name Literacy Planet https://www.literacyplanet.com/au/</p>	<p>Category Teaching and Learning Assessment and Reporting</p>	<p>Information provided: Staff/teacher: name, email Student: name email, work/content Other data: school How the information is used: Assign curriculum-aligned interactive games and activities based on students' needs. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/ https://www.literacyplanet.com/au/about/privacy-policy/</p>
<p>Name OLNA Support https://olna.com.au/</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content Other data: school How the information is used: Practice materials for OLNA. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://olna.com.au/privacy-policy/ https://olna.com.au/terms-and-conditions/</p>
<p>Name Padlet https://padlet.com/</p>	<p>Category Teaching and Learning References & Resources</p>	<p>Information provided: Student name, school, student work, profile or other photos (optional) and videos(optional). How the information is used: Online "bulletin "board, where students and teachers can collaborate, reflect, share links and pictures. Where the information is stored: Outside Australia.</p>	<p>Terms of Use / Privacy Policy https://padlet.com/about/privacy https://padlet.com/about/terms</p>

<p>Name Smiling Mind</p> <p>https://www.smilingmind.com.au</p>	<p>Category Mental Health</p>	<p>Information provided: Student name, student email, date of birth, school, class details, school year, behaviour and gender.</p> <p>How the information is used: This is a mindfulness meditation to assist in good mental health practices.</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.smilingmind.com.au/privacy-policy</p> <p>https://www.smilingmind.com.au/collection-notice</p>
<p>Name Socrative</p> <p>https://www.socrative.com/</p>	<p>Category Student assessment</p>	<p>Information provided: Staff/teacher: name and email Student: name, work/content and grades or performance data</p> <p>How the information is used: A formative assessment tool.</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.socrative.com/privacy/</p> <p>https://www.socrative.com/terms-of-use/</p>
<p>Name Storyboard That: Education Edition</p> <p>https://www.storyboardthat.com/education/learn-more-about-classroom-edition</p>	<p>Category Literacy Teaching and learning</p>	<p>Information provided: Student name, student email, school, class details, school year and student.</p> <p>How the information is used: Enables students to create online storyboards.</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.storyboardthat.com/about/privacy</p> <p>https://www.storyboardthat.com/about/terms-of-use</p> <p>https://www.storyboardthat.com/about/privacy-for-schools</p>
<p>Name Worldbook Online</p> <p>https://www.worldbookonline.com</p>	<p>Category Teaching and Learning References & Resources</p>	<p>Information provided: School telephone number and school name.</p> <p>How the information is used: Enables students to access information on thousands of topics and provides supplemental links, videos, and other resources.</p> <p>Where the information is stored: Outside Australia but certified by Australian Signals Directory</p>	<p>Terms of Use / Privacy Policy</p> <p>https://international.worldbook.com/data-protection/</p>

Name	Category	Information provided:	Terms of Use / Privacy Policy
iyarn https://iyarn.com/for-schools/	Student wellbeing	Information provided: Staff/teacher: name, email, other data Student: name, email, date of birth, medical or health data, other data Other data: school How the information is used: Secure platform for student check ins. Where the information is stored: Within Australia	https://iyarn.com/privacy/ https://iyarn.com/terms-and-conditions/

SECTION C

I consent to my child's information being provided, if required, to each of the above service providers until the end of his/her schooling at Thornlie Senior High School.

Please Note: Teachers may use certain software/Apps in presentation mode using their staff account details only regardless of consent.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	