

## Online Services at Melton West Primary School <17 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 take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

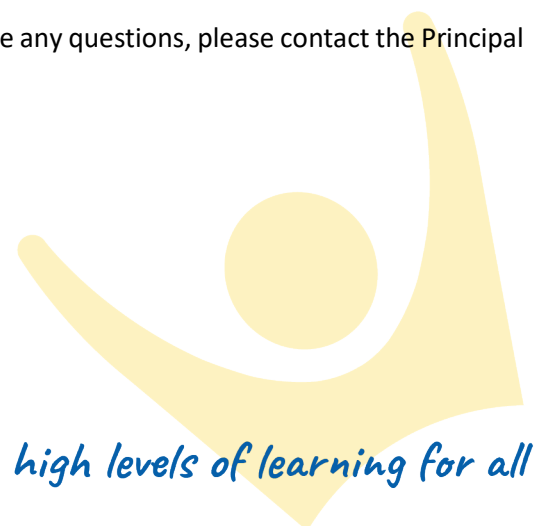
### What content and materials will be shared through the online services?

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://meltonwestps.vic.edu.au/policies/>.

If you wish to request access to your or your child's information, or have any questions, please contact the Principal on (03) 9743 5818.



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 <b>Student Photo</b> <b>Student ATSI status</b> <b>Student Health and Welfare Information</b> Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Student Teacher Administrator Parent
ClassDojo	* teaching and learning * parent communication and engagement * student administration	Student Full Name Student Class Student Assessment Parent Details	Overseas	Teacher
QKR	* school management (online payment system)	Student Full Name Student Class Parent Details	Overseas	Parent
PaperCut	* school management (print control technology)	Staff Details Student Full Name Student Email	Australia	Student Teacher 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
Book Creator	Various subjects	Student First Name (and Initial) Student Class Student Work	Overseas	None
G-Suite for Education (DET brokered)	Various subjects * communication and engagement with parents	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment	Overseas	Student, Teacher Administrator
Mathletics	Mathematics * communication and engagement with parents	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher Administrator
LiteracyPlanet	Literacy * communication and engagement with parents	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher Administrator

Showbie	Various subjects * communication and engagement with parents	Student Full Name Student Email Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Epic!	Literacy * communication and engagement with parents	Student First Name (and Initial) Student Year Level Student Class Student Assessment	Overseas	Student Teacher
Teach Your Monster to Read	Literacy * communication and engagement with parents	Student First Name (and Initial) Student Year Level Student Class Student Assessment	Overseas	Student Teacher
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

