

EAST BEECHBORO PRIMARY SCHOOL

Strength in Honour

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T 6216 1900 A 51 Brockmill Avenue Beechboro WA 6063
E EastBeechboro.PS@education.wa.edu.au W eastbeechborops.wa.edu.au

Dear Parent/Guardian

East Beechboro Primary School use a number of online applications or services to assist with school administration and communication and to support student learning in the classroom.

These are not Department managed services but are provided by third party vendors. To implement them we need to provide some personal information about your child. The amount and type of information will vary depending on the service however it **may** include identifying information such as your child's name, email address, class, date of birth, completed work, photos/videos etc.

Each of the third party services we use has been assessed and approved for use in WA public schools by the Department of Education.

Before we disclose any information to a third party service we want keep you informed and, where required, ask for your consent. When providing consent, it is important that you are aware of what type information we will be providing, how it will be used, and where it will be stored. On the attached forms you will find details about each service including links to relevant Terms of Use statements and/or Privacy Policies.

Please read and complete the attached forms before returning them to the school. If you have any queries, please contact the school.

I appreciate there is a significant amount of information contained in the following pages and trust that you will understand that this is required to ensure that the school is keeping our community informed of programs used within our school. There are immense benefits that these services provide the school and to the education of your child. **To ensure that your child's education is maximised and that they are able to take part in entire classroom teaching programs, please return these forms immediately. Your assistance is appreciated.**

Yours sincerely

Caroline Harben
Principal



Third Party Services Information for Parents & Online Services Acceptable Use Agreement

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 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 be found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Yours sincerely

Caroline Harben
Principal



Permission For Students To Have An Online Services Account

Student's First Name: _____

Student's Last Name: _____

School: _____

Class/Form/Room: _____

Parent

I give permission for my child to have an online services account.

I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Student Behaviour Policy and Procedures*.

Name of parent: _____

Signature of parent: _____ Date: _____

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department recommends the use of appropriate internet filtering software at home.

Office use only:

Processed on: ___/___/___ by (initials) _____

Note: This agreement should be filed by the school.



Online Services Acceptable Use Agreement (Kindergarten – Year 2)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with others.
- I will not let other people logon and/use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will visit only appropriate sites. Should I access inappropriate material by accident, I will leave the site immediately and inform my teacher.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will use the internet in a responsible and sensible manner.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.
- I will only send emails that use respectful and appropriate written expression and has been approved by a teacher.
- I will only access educational games and apps as directed by the teacher.
- I will not download any files or programs (including games, music and videos).
- I will only use external storage devices (USB/CD) if and when directed by the teacher.
- I will use iPads and Connect in a responsible, respectful and sensible manner.
- I will tell the teacher straight away if an iPad is damaged.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: _____ Signature of Student: _____

Signature of parent: _____ Date: _____

Office use only:

Processed on: ___/___/___ by (initials) _____

Note: This agreement should be filed by the school and a copy kept by the student.



PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES

Dear parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by **Friday 4th February 2022**. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Shayne Harris
Principal

PERMISSION (do not detach)

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.

Name of student: _____

Form / Class: _____

Signature of parent: _____

Date: _____

Note: This consent form should be filed by the school and a copy provided to the parent.



NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

Notification

The following third party services are being used in our school. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information Terms of Use / Privacy Policy
Oliver https://www.softlinkint.com/product/oliver/	Library Management System References & Resources	Information provided: Student name, student email (optional), date of birth (optional), address (optional), phone number (optional), school, class details, school year, profile or other photos (optional), gender (optional), grades or performance (optional) and parent email (optional). Unique usernames are enforced. Passwords uniqueness is recommended but not enforced. How the information is used: Enables school community to access library resources, including eResources, as well as manage loans and reservations. Where the information is stored: Within Australia	https://softlinkint.com/data-protection-privacy-policy Date of Assessment: 1 October 2019
Passtab https://passtab.com	Student and visitor management system	Information provided: Student name, student email, date of birth, school, class details, school year, attendance (late arrivals and early leavers), profile or other photos (visitor option) and medical or health (sick bay visits option). How the information is used: This is a visitor and student management system. Where the information is stored: Within Australia	https://passtab.com/privacy.html Date of Assessment: 1 October 2019
PaperCut: Cloud, NG & MF https://www.papercut.com/	Print Management	Information provided: Student name and school. How the information is used: Printing management. Where the information is stored: Within Australia Outside Australia but certified by Australian Signals Directory	https://www.papercut.com/privacy-policy/ https://views.papercut.com/terms-of-service/ Date of Assessment: 1 October 2019
Reading A-Z https://www.learninga-z.com/site/products/readinga-z/overview	Teaching and Learning References & Resources	Information provided: Staff/teacher: name and email Student: name and email How the information is used: Provides access to printable and projectable reading resources for K-5 Where the information is stored: Within Australia	https://lazcommunity.force.com/knowledgebase/s/article/Privacy https://lazcommunity.force.com/knowledgebase/s/article/Terms-of-Service
iDoceo https://www.idoceo.net/index.php/en/	Teaching and Learning Assessment	Information Provided Student: name, home address, telephone, email, date of birth, work/content, attendance, photos or videos, grades or performance data, other data Parent: name, contact information How the information is used: Lesson planner and assessments Where the information is stored: Within Australia	https://www.idoceo.net/index.php/en/?option=com_content&view=article&id=172

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Pineapple Planet https://www.pineapple-planet.com/ https://www.eastbeechboroprimary.wa.edu.au/	School Website	The school website is used purely as a platform for school based information. Student data of any form is not uploaded to our website. Student images may be used as part of our photo gallery or within school publications (Newsletters, Information Briefs, Annual Reports, Business Plans etc), however should students be named, they will only be done so using their first name only.	
MSP Photography https://www.msp.com.au/	School photography	Information provided: Staff/teacher: name Student: name, date of birth, work/content, photos or videos Parent: name Other data: school How the information is used: School photography service. Where the information is stored: Within Australia	https://www.msp.com.au/privacy-policy/
Oxford (Oxford Owl) https://www.oxforddigital.com.au/	Teaching and Learning	Information provided: Staff/teacher: name, email, personal information Student: name, email, work/content, grades or performance data Other data: school How the information is used: Digital learning resources Where the information is stored: Within Australia	https://global.oup.com/privacy?cc=au https://www.oxforddigital.com.au/terms.html
Pic Collage https://piccollage.com/	Teaching and Learning	Information provided: Student: name email work/content How the information is used: a creativity app that allows users to create designs combining photos, text, drawings, and stickers Where the information is stored: Outside Australia	https://picc.co/privacy https://picc.co/tos
STAR Maths Online https://starmathsonline.com.au/	Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, work/content, grades or performance data, gender Parent: name, contact information How the information is used: Teaching and Learning Where the information is stored: Within Australia	https://starmathsonline.com.au/terms-and-conditions https://starmathsonline.com.au/privacy-policy/

Please note: While the information in this review is considered true and correct at the date of publication, subsequent changes to the software or vendor policy may impact its accuracy.

This information has been provided to you as a confidential service and should not be forwarded electronically or in hard copy to third party service providers.



NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

Bundled Consent

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 consent** before we do so. Please contact the school if you have any queries

Name of Service	Type of service	What do I need to know	Further information Terms of Use / Privacy Policy
Mathletics https://www.mathletics.com/au/	Mathematics Teaching and learning	Information provided: Student name, school, student email, student password, class details, student work and student performance. How the information is used: Provides students with access to online maths learning tool and online maths competitions. Where the information is stored: Within Australia	http://www.3plearning.com/privacy/ https://www.3plearning.com/terms/ Date of Assessment: 1 October 2019
Reading Eggs https://readingeggs.com.au	Mathematics Teaching and learning	Information provided: Student Username and password, student name, student email, school, class details, school year and student work. How the information is used: Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children. Where the information is stored: Within Australia	https://readingeggs.com.au/privacy https://readingeggs.com.au/terms Date of Assessment: 1 December 2019
Seesaw https://web.seesaw.me	Class communication Teaching and Learning	Information provided: Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos. How the information is used: This service is a digital portfolio and communication platform. Where the information is stored: Outside Australia but certified by Australian Signals Directory	https://web.seesaw.me/privacy-policy https://web.seesaw.me/terms-of-service Date of Assessment: 1 October 2019
QuickCliq https://www.quickcliq.com.au/	School Management	Information provided: Staff/teacher: name Student: name and medical or health data Parent: name and contact information How the information is used: Online ordering system Where the information is stored: Within Australia	https://www.quickcliq.com.au/Privacy-Statement.aspx https://www.quickcliq.com.au/Terms-and-Conditions.aspx https://www.quickcliq.com.au/Complaints-Policy.aspx Date of Assessment: 7 August 2020
PAT (ACER) https://www.acer.org/au/pat	Assessment and Testing	Information provided: Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information How the information is used: Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. Where the information is stored: Within Australia	https://www.acer.org/privacy https://www.acer.org/online-terms-of-use

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Name of Service	Type of service	What do I need to know	Further information Terms of Use / Privacy Policy
Social-Emotional Wellbeing (SEW) Survey https://www.acer.org/au/sew	Teaching and Learning, Assessment and Testing	Information provided: Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information How the information is used: Provides schools with information on their student population so that schools can use the data to direct planning and problem-solving efforts Where the information is stored: Within Australia	https://www.acer.org/privacy https://www.acer.org/online-terms-of-use
Mathseeds https://mathseeds.com.au	Mathematics Teaching and learning	Information provided: Student Username and password, student name, student email, school, class details, school year and student work. How the information is used: The program features a variety of lessons and activities. Each lesson is structured to build early mathematical skills. Children can progress at their own level. Where the information is stored: Within Australia	https://readingeggs.com.au/terms https://readingeggs.com.au/privacy/ (This is not an error; Blake eLearning is the vendor for both Mathseeds and Reading Eggs)
Clicker 7 https://www.cricksoft.com/uk/clicker	Teaching and Learning	Information provided: Staff/teacher: name and email Student: email How the information is used: Writing software Where the information is stored: Outside Australia	https://www.cricksoft.com/uk/about/privacy-policy
Clicker 8 https://www.cricksoft.com/uk/clicker/8	Teaching and Learning	Information provided: Staff/teacher: name and email Student: email How the information is used: Writing software Where the information is stored: Outside Australia	https://www.cricksoft.com/uk/about/privacy-policy
Book Creator https://bookcreator.com/	Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email, work/content, photos or videos and other data) How the information is used: Tool used for creating digital books Where the information is stored: Outside Australia	https://bookcreator.com/terms-of-service/ https://bookcreator.com/pp-row/
Code.org https://code.org/	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	https://code.org/tos

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Educreations https://www.educreations.com	References and Resources Teaching Aids and Equipment	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	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.
Teach Your Monster to Read https://www.teachyourmonstertoread.com/	Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, grades or performance data, Parent: name, contact information Other data: school How the information is used: Phonics and reading game Where the information is stored: Outside Australia	https://www.teachyourmonstertoread.com/privacy-policy https://www.teachyourmonstertoread.com/legals
Mindomo https://www.mindomo.com/	Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email Student: name, email work/content, photos or videos, gender Parent: name, contact information How the information is used: Collaborative mind mapping platform. Where the information is stored: Outside Australia	https://www.mindomo.com/privacy.htm#cookies https://www.mindomo.com/terms-of-use.htm
Grok Learning https://groklearning.com/	Teaching and Learning	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	https://groklearning.com/policies/terms/ https://groklearning.com/policies/privacy/ https://groklearning.com/policies/security/
Micro:bit https://microbit.org/	Teaching and Learning	Information provided: Staff/teacher: name, email Student: name How the information is used: Learning Tool for Coding, Electronics and Robotics Where the information is stored: Outside Australia	https://microbit.org/privacy/ https://microbit.org/terms-of-use/
Google G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). https://www.google.com	Productivity tools References & Resources	Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). Where the information is stored: Outside Australia but certified by Australian Signals Directory	https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460 https://policies.google.com/privacy?hl=en&gl=au https://edu.google.com/why-google/privacy-security/?modal_active=none

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Apple https://www.apple.com/au	Teaching and Learning	<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>https://www.apple.com/au/privacy/</p> <p>https://school.apple.com/</p>
Topmarks https://www.topmarks.co.uk/	Teaching and Learning	<p>Information provided: Student: name, date of birth</p> <p>How the information is used: Online learning through games and activities.</p> <p>Where the information is stored: Within Australia Outside Australia</p>	<p>https://www.topmarks.co.uk/PrivacyPolicy</p> <p>https://www.topmarks.co.uk/TermsOfUse</p>
Twinkl https://www.twinkl.com.au/	Teaching and Learning	<p>Information provided: Staff/teacher: name, email Student: name, work/content Parent: name, contact information These could fall in other data: school, student username</p> <p>How the information is used: Educational resources providing schools with digital teaching materials including lesson plans, assessments and interactive activities.</p> <p>Where the information is stored: Outside Australia</p>	<p>https://www.twinkl.com.au/page/terms-and-conditions-schools</p> <p>https://www.twinkl.com.au/legal</p>
IXL https://au.ixl.com/	Teaching and Learning	<p>Information provided: Staff/teacher: name and email Student: name, email, work/content data and grades or performance data Parent: name and contact information</p> <p>How the information is used: Maths and English practise activities.</p> <p>Where the information is stored: Outside Australia</p>	<p>https://au.ixl.com/privacypolicy</p> <p>https://au.ixl.com/termsofservice</p>
Sphero Edu https://sphero.com/pages/educators	Teaching and Learning References & Resources	<p>Information provided: Staff/teacher: name and email Student: name, email, date of birth, work/content, attendance and photos or videos Parent: name and contact information</p> <p>How the information is used: Computer Programming and Robotics Tutor</p> <p>Where the information is stored: Outside Australia</p>	<p>https://edu.sphero.com/child-policy</p> <p>https://sphero.com/pages/terms-of-use</p>
Studyladder https://www.studyladder.com.au/	Teaching and Learning	<p>Information provided: Staff/teacher: name, email and other data Student: name, gender and grades or performance data Parent: name and contact information</p> <p>How the information is used: Online educational activities.</p> <p>Where the information is stored: Outside Australia</p>	<p>https://www.studyladder.com.au/about/privacy</p> <p>https://www.studyladder.com.au/about/terms</p>

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Wonder Workshop Dash and Dot https://www.makewonder.com/	Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content Other data: school How the information is used: Program with Dash and Dot robots. Where the information is stored: Outside Australia	https://www.makewonder.com/privacy/ https://www.makewonder.com/tos/
Scholastic Book Club https://www.scholastic.com.au/book-club/book-club-home/	Resources	Information provided: Staff/teacher: name, email Student: name, email Parent: name, contact information Other data: school How the information is used: Online book club. Where the information is stored: Within Australia	https://www.scholastic.com/privacy.htm https://www.scholastic.com/terms.htm
Name Survey Monkey https://www.surveymonkey.com/	Online surveys/Data collection Online forms	Information provided: Staff/teacher: name, email Student: name, email, work/content These could fall in other data: school How the information is used: Online survey platform that collects feedback and opinions. Where the information is stored: Outside Australia	https://www.surveymonkey.com/mp/legal/terms-of-use/ https://www.surveymonkey.com/mp/legal/privacy/

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This information has been provided to you as a confidential service and should not be forwarded electronically or in hard copy to third party service providers.

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 East Beechboro Primary School.

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