



Dear Parent/Guardian

East Beechboro Primary School use a number of Third-Party Services to assist with school administration, communication and to support student learning in the classroom.

These are not Department managed services but are provided by external third-party vendors and are potentially hosted outside of Australia. Some of these services may require parental consent prior to student use. Each of the third-party services we use has been assessed and approved for use in WA public schools by the Department of Education.

To implement these services, we may 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. We follow the Australian Privacy Principles in relation to Third Party Services.

Before we disclose any information to a third-party service, we want to 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 and return immediately.** 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



## Permission For Students To Have An Online Services Account

Student's First Name: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

School: \_\_\_\_\_

Year/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)

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

- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe on a computer or iPad.
- I will visit only appropriate sites. Should I access inappropriate material by accident, I will tell my teacher immediately.
- I will check with the teacher before giving information about myself or anyone else when using a computer or iPad.
- I will use the internet in a responsible and sensible manner.
- I will take care when using the school's computers and iPads.
- I will not use any online service to be mean, rude or unkind about other people.
- 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 use computers, 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 parent: \_\_\_\_\_

Date: \_\_\_\_\_

### Office use only:

Processed on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by (initials) \_\_\_\_\_

**Note:** This agreement should be kept by the classroom teacher in an easily accessible location.



## 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 schoolwork 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 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.) and 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 schoolwork please complete the consent below and return this whole permission form to the school immediately. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Caroline Harben  
Principal

---

### PERMISSION (do not detach)

I agree to the videoing or photographing of my child and my child's schoolwork 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.*



## 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	Library Management System  References & Resources	<b>Information provided:</b> Student name, student email (optional), date of birth (optional), address (optional), phone number (optional), school, class details, school year, gender (optional), grades or performance (optional) and parent email (optional). Unique usernames are enforced. Passwords uniqueness is recommended but not enforced. <b>How the information is used:</b> Enables school community to access library resources, as well as manage loans and reservations. <b>Where the information is stored:</b> Within Australia	<b>Website -</b> <a href="https://www.softlinkint.com/product/oliver/">https://www.softlinkint.com/product/oliver/</a> <b>Terms of Use –</b> N/A <b>Privacy Policy -</b> <a href="https://www.softlinkint.com/data-protection-privacy-policy/">https://www.softlinkint.com/data-protection-privacy-policy/</a> <b>Date of Assessment:</b> October 2020
Passtab	Student and visitor management system	<b>Information provided:</b> Student name, student email, date of birth, school, class details, school year, attendance, profile or other photos and medical or health visits option. <b>How the information is used:</b> A visitor and student management system. <b>Where the information is stored:</b> Within Australia	<b>Website - Website -</b> <a href="https://passtab.com/">https://passtab.com/</a> <b>Terms of Use –</b> <a href="https://passtab.com/terms.html">https://passtab.com/terms.html</a> <b>Privacy Policy -</b> <a href="https://passtab.com/privacy.html">https://passtab.com/privacy.html</a> <b>Date of Assessment:</b> April 2020
PaperCut: Cloud, NG & MF	Print Management	<b>Information provided:</b> Student name and school. <b>How the information is used:</b> Printing management. <b>Where the information is stored:</b> Within Australia & Outside Australia but certified by Australian Signals Directory	<b>Website -</b> <a href="https://www.papercut.com">https://www.papercut.com</a> <b>Terms of Use –</b> <a href="https://views.papercut.com/terms-of-service/">https://views.papercut.com/terms-of-service/</a> <b>Privacy Policy –</b> <a href="https://www.papercut.com/privacy-policy/">https://www.papercut.com/privacy-policy/</a> <b>Date of Assessment:</b> October 2019
Pineapple Planet	School Website	Used 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, Annual Reports, Business Plans etc), however should students be named, they will only be done so using their first name only.	<b>Website -</b> <a href="https://www.pineapple-planet.com/">https://www.pineapple-planet.com/</a>  <a href="https://www.eastbeechboroprimary.wa.edu.au/">https://www.eastbeechboroprimary.wa.edu.au/</a>
MSP Photography	School Photography	<b>Information provided:</b> Staff/teacher: name Student: name, date of birth, photos or videos, school name Parent: name and contact information <b>How the information is used:</b> School photography service. <b>Where the information is stored:</b> Within Australia	<b>Website –</b> <a href="https://www.msp.com.au/">https://www.msp.com.au/</a> <b>Terms of Use –</b> N/A <b>Privacy Policy -</b> <a href="https://www.msp.com.au/privacy-policy/">https://www.msp.com.au/privacy-policy/</a> <b>Date of Assessment:</b> November 2021
Rumbles Quest	Wellbeing assessment	<b>Information provided:</b> Staff/teacher: name, email. Student: name, date of birth, gender, school. <b>How the information is used:</b> Student Wellbeing <b>Where the information is stored:</b> Within Australia	<b>Website -</b> <a href="https://www.realwell.org.au/">https://www.realwell.org.au/</a> <b>Terms of Use &amp; Privacy Policy</b> <a href="https://online.griffith.edu.au/privacy-policy">https://online.griffith.edu.au/privacy-policy</a> <b>Date of Assessment:</b> November 2021

These services have been assessed by the Department and do not require consent. This notification risk status is based on the Department of Education (WA) security and privacy risk assessment which reviews consent and data information of the online service. I understand that my child's personal information will be provided to these Online Third Party Services for registration and use of the services and that this information will be stored within Australia.



## NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

## 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	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Seesaw	<b>Information provided:</b> Student name, student email, school, class details, student work/content, student photos and videos, student grades/e. <b>How the information is used:</b> A digital portfolio that enables students to create, reflect on, and share their learning process. <b>Where the information is stored:</b> Outside Australia	<b>Website –</b> <a href="https://web.seesaw.me/">https://web.seesaw.me/</a> <b>Terms of Use –</b> <a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a> <b>Privacy Policy</b> <a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a> <b>Date of Assessment:</b> December 2019	<input type="checkbox"/> Do Not Consent
QuickCliq	<b>Information provided:</b> Staff/teacher: name Student: name and medical or health data Parent: name and contact information <b>How the information is used:</b> Online ordering system <b>Where the information is stored:</b> Within Australia	<b>Website -</b> <a href="https://www.quickcliq.com.au/">https://www.quickcliq.com.au/</a> <a href="https://www.quickcliq.com.au/Privacy-Statement.aspx">https://www.quickcliq.com.au/Privacy-Statement.aspx</a> <b>Terms of Use –</b> <a href="https://www.quickcliq.com.au/Terms-and-Conditions.aspx">https://www.quickcliq.com.au/Terms-and-Conditions.aspx</a> <b>Privacy Policy –</b> <a href="https://www.quickcliq.com.au/Complaints-Policy.aspx">https://www.quickcliq.com.au/Complaints-Policy.aspx</a> <b>Date of Assessment:</b> 7 August 2020	<input type="checkbox"/> Do Not Consent
Book Creator	<b>Information provided:</b> Student: name, email, work/content, photos or videos, class details, username, school name. <b>How the information is used:</b> This service allows users to create and collaborate on digital books by combining audio, visual and text elements. <b>Where the information is stored:</b> Outside Australia	<b>Website -</b> <a href="https://bookcreator.com/">https://bookcreator.com/</a> <b>Terms of Use –</b> <a href="https://bookcreator.com/privacy-policy/terms-of-service/">https://bookcreator.com/privacy-policy/terms-of-service/</a> <b>Privacy Policy –</b> <a href="https://bookcreator.com/privacy-policy/">https://bookcreator.com/privacy-policy/</a> <b>Date of Assessment:</b> October 2019	<input type="checkbox"/> Do Not Consent
Teach Your Monster to Read	<b>Information provided:</b> Student: name, grades or performance data, school name Parent: name, contact information <b>How the information is used:</b> Educational games to inspire teaching children to read and develop mathematical skills. <b>Where the information is stored:</b> Outside Australia	<b>Website -</b> <a href="https://www.teachyourmonster.org/numberskills">https://www.teachyourmonster.org/numberskills</a> <b>Privacy Policy –</b> <a href="https://www.teachyourmonster.org/legals">https://www.teachyourmonster.org/legals</a> <b>Date of Assessment:</b> May 2022	<input type="checkbox"/> Do Not Consent
Wonder Workshop Dash and Dot	<b>Information provided:</b> Staff/teacher: name, email Student: name, email, work/content, geolocation data <b>How the information is used:</b> Program with Dash and Dot robots. <b>Where the information is stored:</b> Outside Australia	<b>Website -</b> <a href="https://www.makewonder.com/">https://www.makewonder.com/</a> <b>Terms of Use –</b> <a href="https://www.makewonder.com/tos/">https://www.makewonder.com/tos/</a> <b>Privacy Policy –</b> <a href="https://www.makewonder.com/privacy/">https://www.makewonder.com/privacy/</a> <b>Date of Assessment:</b> October 2021	<input type="checkbox"/> Do Not Consent





Name of Service	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Scholastic Book Club	<b>Information provided:</b> Student: name, email, school name Parent: name, contact information <b>How the information is used:</b> Book Club provides families with an affordable and convenient way to bring the best in children's literature into their homes. Each issue contains curated, age-appropriate titles that have been selected by a dedicated team of professional booklovers. <b>Where the information is stored:</b> Within Australia	<b>Website -</b> <a href="https://www.scholastic.com.au/book-club/book-club-home/">https://www.scholastic.com.au/book-club/book-club-home/</a> <b>Terms of Use –</b> <a href="https://www.scholastic.com/terms.htm">https://www.scholastic.com/terms.htm</a> <b>Privacy Policy –</b> <a href="https://www.scholastic.com/privacy.htm">https://www.scholastic.com/privacy.htm</a> <b>Date of Assessment:</b> January 2021	<input type="checkbox"/> Do Not Consent

I understand that I have been provided access to the terms of use and privacy policy of each of the Online Third-Party Services above.

I understand that my child's personal information will be provided to these Online Third-Party Services for registration and use and that this information may be stored outside of Australia.

I understand that if I do not consent to my child's personal information being provided to these Online Third-Party Services, my child may receive an alternative education program that does not make use of the Online Third-Party Services.

☐ I **consent** to my child's information being provided to ALL of the above Online Third-Party Services until the end of his/her schooling at East Beechboro Primary School.

OR

☐ I **DO NOT** consent to my child's information being provided to each of the above Online Third Party Services. I have ticked the Do Not Consent box beside the online service that I do not want my child to use.

Parent/Guardian Name:	Student Name:
Date:	Student Kindy Group:
Signed	

To withdraw consent, or ask questions regarding consent, please contact the school on 6216 1900 or via email at [EastBeechboro.PS@education.wa.edu.au](mailto:EastBeechboro.PS@education.wa.edu.au)