



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 of 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 (Pre Primary – 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 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, 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 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 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 Use / Privacy Policy	Terms of
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	Website - https://www.softlinkint.com/product/oliver/ Terms of Use - N/A Privacy Policy - https://www.softlinkint.com/data-protection-privacy-policy/ Date of Assessment: October 2020	
Passtab	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	Website - Website - https://passtab.com/ Terms of Use - https://passtab.com/terms.html Privacy Policy - https://passtab.com/privacy.html Date of Assessment: April 2020	
PaperCut: Cloud, NG & MF	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	Website - https://www.papercut.com Terms of Use - https://views.papercut.com/terms-of-service/ Privacy Policy - https://www.papercut.com/privacy-policy/ Date of Assessment: October 2019	
Reading A-Z	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	Website - https://www.learninga-z.com/site/products/readinga-z/overview Terms of Use - https://lazzcommunity.force.com/knowledgebase/s/article/Terms-of-Service Privacy Policy - https://lazzcommunity.force.com/knowledgebase/s/article/Privacy Date of Assessment: 7 July 2020	

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Name of Service	What do I need to know	Further information Use / Privacy Policy	Terms of
iDoceo	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	Website - https://www.idoceo.net/index.php/en/ Terms of Use & Privacy Policy https://www.idoceo.net/index.php/en/?option=com_content&view=article&id=172 Date of Assessment: December 2020	
Pineapple Planet	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.	Website - https://www.pineapple-planet.com/ https://www.eastbeechboroprimary.wa.edu.au/	
MSP Photography	Information provided: Staff/teacher: name Student: name, date of birth, photos or videos, school name Parent: name and contact information How the information is used: School photography service. Where the information is stored: Within Australia	Website – https://www.msp.com.au/ Terms of Use – N/A Privacy Policy - https://www.msp.com.au/privacy-policy/ Date of Assessment: November 2021	
Oxford (Oxford Owl)	Information provided: Student: name, email, work/content, grades or performance data, school name How the information is used: Digital learning resources Where the information is stored: Within Australia	Website - https://www.oxforddigital.com.au/ Terms of Use – https://www.oxforddigital.com.au/terms.html Privacy Policy - https://global.oup.com/privacy?cc=au Date of Assessment: November 2021	
Pic Collage	Information provided: Student: name, email work/content How the information is used: a creativity app Where the information is stored: Within Australia	Website - https://piccollage.com/ Terms of Use – https://picc.co/tos Privacy Policy - https://picc.co/privacy Date of Assessment: November 2021	
Rumbles Quest https://www.realwell.org.au/	Information provided: Staff/teacher: name, email Student: name, date of birth, gender, other data Other data: school How the information is used: Student Wellbeing Where the information is stored: Within Australia	Website - https://www.realwell.org.au/ Terms of Use & Privacy Policy https://online.griffith.edu.au/privacy-policy Date of Assessment: November 2021	

I understand that I have been notified and provided access to the terms of use and privacy policy of each of the Online Third Party Services listed. 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
Mathletics	<p>Information provided: Student name, email, date of birth, student work, year level, student responses, school name</p> <p>How the information is used: Blended teaching software for class, home, and everywhere in between.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.3plearning.com/</p> <p>Terms of Use - https://www.3plearning.com/terms/</p> <p>Privacy Policy - https://www.3plearning.com/privacy/</p> <p>Date of Assessment: December 2019</p>	<input type="checkbox"/> Do Not Consent
Reading Eggs	<p>Information provided: Student name, email, date of birth, student work, year level, student responses, school name</p> <p>How the information is used: Blended teaching software for class, home, and everywhere in between.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.3plearning.com/</p> <p>Terms of Use - https://www.3plearning.com/terms/</p> <p>Privacy Policy - https://www.3plearning.com/privacy/</p> <p>Date of Assessment: December 2019</p>	<input type="checkbox"/> Do Not Consent
Seesaw	<p>Information provided: Student name, student email, school, class details, student work/content, student photos and videos, student grades/e.</p> <p>How the information is used: A digital portfolio that enables students to create, reflect on, and share their learning process.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://web.seesaw.me/</p> <p>Terms of Use - https://web.seesaw.me/terms-of-service</p> <p>Privacy Policy https://web.seesaw.me/privacy-policy</p> <p>Date of Assessment: December 2019</p>	<input type="checkbox"/> Do Not Consent
QuickCliq	<p>Information provided: Staff/teacher: name Student: name and medical or health data Parent: name and contact information</p> <p>How the information is used: Online ordering system</p> <p>Where the information is stored: Within Australia</p>	<p>Website - https://www.quickcliq.com.au/</p> <p>https://www.quickcliq.com.au/Privacy-Statement.aspx</p> <p>Terms of Use - https://www.quickcliq.com.au/Terms-and-Conditions.aspx</p> <p>Privacy Policy - https://www.quickcliq.com.au/Complaints-Policy.aspx</p> <p>Date of Assessment: 7 August 2020</p>	<input type="checkbox"/> Do Not Consent
Mathseeds	<p>Information provided: Student name, email, date of birth, student work, year level, student responses, school name</p> <p>How the information is used: Blended teaching software for class, home, and everywhere in between.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.3plearning.com/</p> <p>Terms of Use - https://www.3plearning.com/terms/</p> <p>Privacy Policy - https://www.3plearning.com/privacy/</p> <p>Date of Assessment: December 2019</p>	<input type="checkbox"/> Do Not Consent

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Name of Service	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Clicker 7	Information provided: Staff/teacher: name and email Student: email How the information is used: Writing software Where the information is stored: Outside Australia	Website - https://www.cricksoft.com/uk/clicker Terms of Use - https://www.cricksoft.com/uk/about/privacy-policy Privacy Policy - https://www.cricksoft.com/uk/about/privacy-policy Date of Assessment: August 2020	<input type="checkbox"/> Do Not Consent
Clicker 8	Information provided: Staff/teacher: name and email Student: email How the information is used: Writing software Where the information is stored: Outside Australia	Website - https://www.cricksoft.com/uk/clicker/8 Terms of Use & Privacy Policy - https://www.cricksoft.com/uk/about/privacy-policy Date of Assessment: August 2020	<input type="checkbox"/> Do Not Consent
Book Creator	Information provided: Student: name, email, work/content, photos or videos, class details, username, school name. How the information is used: This service allows users to create and collaborate on digital books by combining audio, visual and text elements. Where the information is stored: Outside Australia	Website - https://bookcreator.com/ Terms of Use - https://bookcreator.com/privacy-policy/terms-of-service/ Privacy Policy - https://bookcreator.com/privacy-policy/ Date of Assessment: October 2019	<input type="checkbox"/> Do Not Consent
Code.org	Information provided: Student: name, email, age, work/content, photos or videos, username How the information is used: Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Where the information is stored: Outside Australia	Website - https://code.org/ Terms of Use - https://code.org/tos Privacy Policy - https://code.org/privacy Date of Assessment: November 2020	<input type="checkbox"/> Do Not Consent
Educreations	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	Website - https://www.educreations.com Terms of Use - https://www.educreations.com/terms/ Privacy Policy - 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. Date of Assessment: 1 October 2019	<input type="checkbox"/> Do Not Consent

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Name of Service	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Teach Your Monster to Read	<p>Information provided: Student: name, grades or performance data, school name Parent: name, contact information</p> <p>How the information is used: Educational games to inspire teaching children to read and develop mathematical skills.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.teachyourmonster.org/numberskills</p> <p>Privacy Policy - https://www.teachyourmonster.org/legals</p> <p>Date of Assessment: May 2022</p>	<input type="checkbox"/> Do Not Consent
Mindomo	<p>Information provided: Staff/teacher: name, email Student: name, email work/content, photos or videos, gender Parent: name, contact information</p> <p>How the information is used: Collaborative mind mapping platform.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.mindomo.com/</p> <p>Terms of Use - https://www.mindomo.com/terms-of-use.htm</p> <p>Privacy Policy - https://www.mindomo.com/privacy.htm#cookies</p> <p>Date of Assessment: December 2020</p>	<input type="checkbox"/> Do Not Consent
Grok Learning	<p>Information provided: Student: name, email, gender, student work/content and other data</p> <p>How the information is used: Online platform for learning programming and computational thinking skills.</p> <p>Where the information is stored: Within Australia</p>	<p>Website - https://groklearning.com/</p> <p>Terms of Use - https://groklearning.com/policies/terms/</p> <p>Privacy Policy - https://groklearning.com/policies/privacy/</p> <p>Date of Assessment: July 2020</p>	<input type="checkbox"/> Do Not Consent
Google Workspace for Education	<p>Information provided: Student name, student email, student work, profile or other photos and videos</p> <p>How the information is used: This service is a suite of in-class productivity tools built for teaching and learning. This review encompasses the following services: Google Gmail, Google Drive, Google Classroom, Google Assignments, Google Calendar, google Jamboard, Google Keep, and Google Sites.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://edu.google.com/intl/en_au/</p> <p>Terms of Use - https://policies.google.com/terms?hl=en</p> <p>Privacy Policy - https://policies.google.com/privacy?hl=en&gl=au</p> <p>Date of Assessment: July 2020</p>	<input type="checkbox"/> Do Not Consent
Apple	<p>Information provided: Staff/teacher: name, email Student: name, email, photos or videos, grades or performance data, student geolocation data Other data: school, class details, school year, student username</p> <p>How the information is used: Apple School Manager is a web-based portal that helps IT administrators deploy iPad and Mac devices, providing students and staff access to various Apple services, 200GB of non-personal iCloud storage, apps and books.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.apple.com/au</p> <p>Terms of Use - https://www.apple.com/au/</p> <p>Privacy Policy - https://www.apple.com/au/privacy/</p> <p>Date of Assessment: May 2020</p>	<input type="checkbox"/> Do Not Consent

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Name of Service	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Twinkl	<p>Information provided: Staff/teacher: name, email Student: name, work/content, student email, school name Parent: name, contact information These could fall in other data: school, student username</p> <p>How the information is used: An educational resources platform providing schools with digital teaching materials including lesson plans, assessments, and interactive activities.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.twinkl.com.au/ https://www.twinkl.com.au/page/terms-and-conditions-schools</p> <p>Terms of Use - https://www.twinkl.com.au/page/terms-and-conditions-schools</p> <p>Privacy Policy - https://www.twinkl.com.au/legal</p> <p>Date of Assessment: July 2020</p>	<input type="checkbox"/> Do Not Consent
IXL	<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>Website - https://au.ixl.com/ https://au.ixl.com/privacypolicy</p> <p>Terms of Use - https://au.ixl.com/termsofservice</p> <p>Privacy Policy - https://www.twinkl.com.au/legal</p> <p>Date of Assessment: October 2020</p>	<input type="checkbox"/> Do Not Consent
Sphero Edu	<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>Website - https://sphero.com/</p> <p>Terms of Use - https://sphero.com/pages/terms-of-use</p> <p>Privacy Policy - https://sphero.com/pages/privacy</p> <p>Date of Assessment: July 2020</p>	<input type="checkbox"/> Do Not Consent
Studyladder	<p>Information provided: Student: name, year level, class, username, responses and school name</p> <p>How the information is used: Online educational platform for primary aged students.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.studyladder.com.au</p> <p>Terms of Use - https://www.studyladder.com.au/about/terms</p> <p>Privacy Policy - https://www.studyladder.com.au/about/privacy</p> <p>Date of Assessment: July 2020</p>	<input type="checkbox"/> Do Not Consent
Wonder Workshop Dash and Dot	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content, geolocation data</p> <p>How the information is used: Program with Dash and Dot robots.</p> <p>Where the information is stored: Outside Australia</p>	<p>Website - https://www.makewonder.com/</p> <p>Terms of Use - https://www.makewonder.com/tos/</p> <p>Privacy Policy - https://www.makewonder.com/privacy/</p> <p>Date of Assessment: October 2021</p>	<input type="checkbox"/> Do Not Consent

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Name of Service	What do I need to know	Further information Terms of Use / Privacy Policy	Consent
Scholastic Book Club	Information provided: Student: name, email, school name Parent: name, contact information How the information is used: 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. Where the information is stored: Within Australia	Website - https://www.scholastic.com.au/book-club/book-club-home/ Terms of Use - https://www.scholastic.com/terms.htm Privacy Policy - https://www.scholastic.com/privacy.htm Date of Assessment: January 2021	<input type="checkbox"/> Do Not Consent
Name Survey Monkey	Information provided: Staff/teacher: name, email Student: name, email, responses, school name How the information is used: Online survey tool that supports the creation, deployment, analysis, and administration of surveys. Where the information is stored: Outside Australia	Website - https://www.surveymonkey.com/ Terms of Use - https://www.surveymonkey.com/mp/legal/terms-of-use/ Privacy Policy - https://www.surveymonkey.com/mp/legal/privacy/ Date of Assessment: September 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.
- ☐ 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 Year Level:
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