

## Online Services at Greenvale Primary School

*Date of last update: 29 March 2021*

### 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 schoolwork 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 policies and support apply to these services?

The following school policies and documents apply: [Acceptable Use Agreements](#), [Student Engagement Policy](#), [Digital Technologies Policy](#). These will be used to inform the school community on acceptable behaviours. Our school policies are available from [our school website](#).

If you wish to request access to your or your child's information, or have any questions, please contact Joyce Hickling at 03 9333 2500.

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Class Dojo	* 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
Seesaw	* teaching and learning * parent communication and engagement	Student Full Name Student Work Student Year Level Student Photo/Video	Overseas	Teacher Parent Student
GradeXpert	* student administration	Student Full Name Student Year Level Student Class Student DOB Student Photo Student Health & Welfare Information Student Behavioural Information Student Assessment Parent Details Staff Details	Victoria	Teacher Parent Student
Compass	* student administration * parent communication and engagement * school management	Student Full Name Student Year Level Student Class Student DOB Student Photo Student Health & Welfare Information Student Behavioural Information Parent Details Staff Details	Victoria	Teacher Parent Student

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
Microsoft Office 365 Suite (DET brokered)	Various subjects	Student Full Name Student Email Student Year Level Student Work	Australia	Student, Teacher Administrator
Mathletics	Mathematics	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher

Online Service	Purpose	Information type	Data Storage Location	Accounts
Reading Eggs	Literacy	Student First Name (and Initial) Student Year Level Student Class Student Work 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