

Online Services at Greenvale Primary School

Date of last update: 19 March 2025

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](#) and [Student Engagement Policy](#). These will be used to inform the school community on acceptable behavior's. Our school policies are available from [our school website](#).

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

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
QKR	<ul style="list-style-type: none"> School management (online payment system) 	Student Full Name Student Class Parent Details	Global	Parent
Compass	<ul style="list-style-type: none"> 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 Behavioral Information Parent Details Staff Details	Australia	Teacher Parent Student
Oliver	<ul style="list-style-type: none"> School management Library system Parent communication and engagement 	Student Full Name Student Year Level Student Class Student DOB Student Photo Parent Details Staff Details	Australia	Teacher Parent Student
Class Creator	<ul style="list-style-type: none"> Class creation and management Event planning Content management system 	Student Full Name Student Year Level Student Class Student DOB	Australia	Teacher Parent Student
Papercut	<ul style="list-style-type: none"> Print management Secure print release Waste reduction and cost control Mobile and BYOD printing 	Student Full Name Staff Full Name Staff Email Print Job details User authentication Data	Global	Teacher 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)	<ul style="list-style-type: none"> • Cloud-powered productivity platform • Access to productivity apps 	Student Full Name Student Email Student Year Level Various file types (docs, presentations, etc.)	Global	Teacher Student Administrator
Google Drive	<ul style="list-style-type: none"> • Cloud storage • Creation and editing of online documents 	Student Email Staff Email Various file types (docs, spreadsheets, presentations, etc.)	Global	Teacher Parent Student
Pivot	<ul style="list-style-type: none"> • Student surveys on teaching • Wellbeing for learning • Educator development 	Student feedback on teaching Student wellbeing data Teacher performance data	Australia	Teacher Student