



# Student Online Third Party Services Access

Dear Parents and Caregivers

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.

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](http://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 found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

If you agree to your child using these online services, please complete the Form on the following pages.

Please note: only students with parental permission through this Form will be able to access any websites or apps that require parental consent.

If you have any questions regarding this Form or are unsure what information to enter, please don't hesitate to contact the school.

Kind regards

Jason Shapcott  
PRINCIPAL



## APPENDIX G. NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

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
<b>Learning A-Z</b> <a href="https://www.learninga-z.com/">https://www.learninga-z.com/</a>	Literacy Science Teaching and Learning	<b>Information provided:</b> Student Username and password, student work, Teacher information requested to set up class account: name, email, address, phone number school name. <b>How the information is used:</b> Enables students to access literacy and science resources. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://lazcommunity.force.com/knowledgebase/s/article/Terms-of-Service">https://lazcommunity.force.com/knowledgebase/s/article/Terms-of-Service</a> <a href="https://lazcommunity.force.com/knowledgebase/s/article/Privacy">https://lazcommunity.force.com/knowledgebase/s/article/Privacy</a>
<b>PaperCut Cloud</b> <a href="https://www.papercut.com/">https://www.papercut.com/</a>	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	
<b>Passtab</b> <a href="https://passtab.com">https://passtab.com</a>	Student and visitor management system	<b>Information provided:</b> 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). <b>How the information is used:</b> This is a visitor and student management system. <b>Where the information is stored:</b> Within Australia	<b>Terms of use/Privacy policy</b> <a href="https://passtab.com/privacy.html">https://passtab.com/privacy.html</a>
<b>Pic Collage</b> <a href="https://piccollage.com/">https://piccollage.com/</a>	Teaching and Learning	<b>Information provided:</b> Student: name email work/content <b>How the information is used:</b> Add shortened description. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://picc.co/privacy">https://picc.co/privacy</a> <a href="https://picc.co/tos">https://picc.co/tos</a>
<b>SmartSuite</b> <a href="https://www.functionalsolutions.com.au/SmartSuite">https://www.functionalsolutions.com.au/SmartSuite</a>	Library Management System	<b>Information provided:</b> Student name, class, school, and student email. <b>How the information is used:</b> To provide a profile for students in order to borrow books and communicate with the librarian. <b>Where the information is stored:</b> Within Australia.	<b>Terms of Use/Privacy Policy</b> <a href="https://www.functionalsolutions.com.au/TsandCs">https://www.functionalsolutions.com.au/TsandCs</a>

## APPENDIX H. REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (BUNDLED)

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** for each service 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
<b>Apple</b> <a href="https://www.apple.com/au">https://www.apple.com/au</a>	Teaching and Learning	<b>Information provided:</b> 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 <b>How the information is used:</b> Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. <b>Where the information is stored:</b> Outside Australia	<b>Terms of use/Privacy policy</b> <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a>  <a href="https://school.apple.com/">https://school.apple.com/</a>
<b>Class Dojo</b> <a href="https://www.classdojo.com/">https://www.classdojo.com/</a>	Teaching and Learning School and class communication	<b>Information provided:</b> Staff/teacher: name, email Student: name, email, work/content, behaviour, photos or videos Parent: name, contact information <b>How the information is used:</b> School communication platform that includes student portfolios and behavioural management. <b>Where the information is stored:</b> Outside Australia	<a href="https://www.classdojo.com/privacycenter/">https://www.classdojo.com/privacycenter/</a>  <a href="https://www.classdojo.com/terms/">https://www.classdojo.com/terms/</a>
<b>Code.org</b> <a href="https://code.org/">https://code.org/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username <b>How the information is used:</b> Coding, Scripting, Programming; Online learning, Online courses. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://code.org/tos">https://code.org/tos</a>  Studio Code App
<b>G Suite Core Services</b> (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). <a href="https://www.google.com">https://www.google.com</a>	Productivity tools References & Resources	<b>Information provided:</b> Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). <b>How the information is used:</b> G Suite Core Services (like Gmail, Calendar, and Classroom) and	<b>Terms of Use / Privacy Policy</b> <a href="https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460">https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460</a>  <a href="https://policies.google.com/privacy?hl=en&amp;gl=au">https://policies.google.com/privacy?hl=en&amp;gl=au</a>

		Additional Services (like YouTube, Maps, and Blogger). <b>Where the information is stored:</b> Outside Australia but certified by Australian Signals Directory	<a href="https://edu.google.com/why-google/privacy-security/?modal_active=none">https://edu.google.com/why-google/privacy-security/?modal_active=none</a>
<b>Kahoot</b> <a href="https://kahoot.com/">https://kahoot.com/</a>	Teaching and Learning References & Resources	<b>Information provided:</b> Staff/teacher: name, email, other data Student: name, email, work/content, geolocation data Parent: name, contact information, financial data, other data Other data: school <b>How the information is used:</b> Game based learning platform. <b>Where the information is stored:</b> Outside Australia	<b>Terms of use/Privacy policy</b> <a href="https://kahoot.com/student-privacy-policy/">https://kahoot.com/student-privacy-policy/</a>  <a href="https://trust.kahoot.com/privacy-policy/">https://trust.kahoot.com/privacy-policy/</a>  <a href="https://trust.kahoot.com/terms-and-conditions/">https://trust.kahoot.com/terms-and-conditions/</a>
<b>Kapture Photography</b>  <a href="https://www.kapture.com.au">https://www.kapture.com.au</a>	School Photography	<b>Information provided:</b> School name, student unique identifier number for purchasing from vendor website, student name, student class details, school year and profile or other photos. <b>How the information is used:</b> Enables parents to purchase their child/ren and class/special group photos. Photos are also provided to schools for school database/archives. <b>Where the information is stored:</b> Australia	<b>Terms of Use / Privacy Policy</b> Nil
<b>Padlet</b> <a href="https://padlet.com/">https://padlet.com/</a>	Teaching and Learning References & Resources	<b>Information provided:</b> Student name, school, student work, profile or other photos (optional) and videos(optional). <b>How the information is used:</b> Online “bulletin “board, where students and teachers can collaborate, reflect, share links and pictures. <b>Where the information is stored:</b> Outside Australia but certified by Australian Signals Directory	<b>Terms of Use / Privacy Policy</b> <a href="https://padlet.com/about/privacy">https://padlet.com/about/privacy</a>  <a href="https://padlet.com/about/terms">https://padlet.com/about/terms</a>
<b>PAT – Progressive Achievement Test (ACER)</b> <a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>	Assessment and Testing	<b>Information provided:</b> Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information <b>How the information is used:</b> Tests to provide objective, norm-referenced information about	<b>Terms of Use / Privacy Policy</b> <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a> <a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>

		<p>students' skills and understandings in a range of key areas.</p> <p><b>Where the information is stored:</b> Within Australia</p>	
<p><b>Reading Eggs</b> <a href="https://readingeggs.com.au">https://readingeggs.com.au</a></p>	<p>Literacy Teaching and Learning</p>	<p><b>Information provided:</b> Student Username and password, student name, student email, school, class details, school year and student work.</p> <p><b>How the information is used:</b> Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children.</p> <p><b>Where the information is stored:</b> Within Australia</p>	<p><b>Terms of use/Privacy policy</b> <a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a> <a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a></p>
<p><b>Seesaw</b> <a href="https://web.seesaw.me">https://web.seesaw.me</a></p>	<p>Class communication Teaching and Learning</p>	<p><b>Information provided:</b> Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.</p> <p><b>How the information is used:</b> This service is a digital portfolio and communication platform.</p> <p><b>Where the information is stored:</b> Outside Australia but certified by Australian Signals Directory</p>	<p><b>Terms of Use / Privacy Policy</b> <a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a>  <a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a></p>
<p><b>Studyladder</b> <a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a></p>	<p>Teaching and Learning</p>	<p><b>Information provided:</b> Staff/teacher: name, email Student: name, grades or performance data Other data: school, class details, school year</p> <p><b>How the information is used:</b> Online educational activities.</p> <p><b>Where the information is stored:</b> Outside Australia</p>	<p><b>Terms of Use / Privacy Policy</b> <a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a>  <a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a></p>
<p><b>Typing.com</b> <a href="https://www.typing.com/">https://www.typing.com/</a></p>	<p>Teaching and Learning</p>	<p><b>Information provided:</b> Staff/teacher: name, email, Student: name, email, work/content, attendance and grades or performance data</p> <p><b>How the information is used:</b> Keyboarding, digital literacy and coding</p> <p><b>Where the information is stored:</b> Outside Australia</p>	<p><b>Terms of Use / Privacy Policy</b> <a href="https://www.typing.com/privacy-policy">https://www.typing.com/privacy-policy</a>  <a href="https://www.typing.com/terms-of-service">https://www.typing.com/terms-of-service</a></p>



<b>Wonder Workshop</b> <a href="https://www.makewonder.com/">https://www.makewonder.com/</a>	Teaching and Learning Coding	<b>Information provided:</b> Staff/teacher: name, email Student: name, email, work/content Other data: school <b>How the information is used:</b> Program with Dash and Dot robots. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.makewonder.com/privacy/">https://www.makewonder.com/privacy/</a>  <a href="https://www.makewonder.com/tos/">https://www.makewonder.com/tos/</a>
---	---------------------------------	--	--

Parent / Guardian Name:	Student Names and Year Levels: <i>i.e. John Bloggs, Year 3</i>
Date:	
Signed:	

I consent to my child's / children's information being provided, if required, to the service provider above until the end of his / her schooling at Caralee Community School.