Lara Primary School
Acceptable Use Agreement for Internet and Digital Technologies

Lara Primary School believes the teaching of responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Lara Primary School uses the internet, and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Lara Primary School we:

• have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
• provide a filtered internet service
• provide supervision and direction in online activities and when using digital technologies for learning
• support students in developing digital literacy skills
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• provide support to parents/carers to understand this agreement
• provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home
• work with students to outline and reinforce the expected behaviours when using the internet

Part B - Student Agreement

When I use digital technology I agree to:

• be a safe, responsible and ethical user of digital technologies
• support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
• talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
• be aware that content I upload or post is my digital footprint
• protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
• use the internet for educational purposes and use the equipment properly
• log onto the network with my user name or password
• not reveal my password to anyone except the system administrator or the teacher

PARENTS – PLEASE READ
Then sign the Online Services Consent Form
Participation, Privacy, Record Management, Access and Copyright Policy

Rationale:
Lara Primary School will become a technology rich environment. The Internet and Digital Technologies are used extensively throughout the curriculum as part of a blended learning approach to complement and enhance pedagogical practice and teaching and learning programs. Lara Primary School uses a variety of online services to develop 21st century teaching and learning skills, foster digital literacy, fluency and social responsibility in a safe environment. Lara Primary School uses various online services to store student information and to support teaching and learning at our school (Refer to Appendix A).

Implementation:

Participation in online services
Lara Primary School uses a variety of online services to store student information and to support teaching and learning at our school (Refer to Appendix A).

Online services referred to are outlined in Appendix A. These services provide virtual spaces and portals through which information can be stored and shared.

In order to provide these services to your child, we are required to inform you about:

Online services referred to as outlined in Appendix A. These services that provide virtual spaces and portals through which information can be stored and shared.

Lara Primary School uses a variety of online services to store student information and to support teaching and learning at our school (Refer to Appendix A).

To provide relevant information to the school community about the school's use of online services and storage of student information, including Participation, Privacy, Record Management, Access and Copyright.

Management, Access and Copyright:
To provide relevant information to the school community about the school's use of online services and storage of student information, including Participation, Privacy, Record Management, Access and Copyright.
Privacy

Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from a parent, guardian or carer of a student to use and disclose their personal information.

Lara Primary School is required to protect all personal and health information that we collect in accordance with Victorian privacy laws.

Our school uses personal information of students and parents (obtained from the school’s information management system called CASES21) to develop accounts within the online services listed in Appendix A. These accounts enable students and parents to access, participate in and share content and materials through the various tools and functionalities available through each online service.

Lara Primary School takes the privacy of our students, staff, parents/guardians very seriously. If at any time you feel that your privacy may have been breached, please feel free to contact a member of our School Principal Class Team (03) 5282 1427.

Consent and rights of access to the personal information of students

Parents, guardians and carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

Parents, guardians and carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

In determining who has access to personal information in relation to a student, the Principal or relevant staff member will consider the following:

- Parental responsibility
- Whether there are any of the following informal arrangements in place:
  - Parenting Plan
  - Parenting Order
  - Family Violence Protection Order
  - Protection Order
- Whether there are any of the following court orders in place:
  - Family Violence Protection Order
  - Protection Order
- Parental responsibility

In determining who has access to personal information in relation to a student, the Principal or relevant staff member will consider the following:

- Parental responsibility
- Whether there are any of the following informal arrangements in place:
  - Parenting Plan
  - Parenting Order
  - Family Violence Protection Order
  - Protection Order
- Whether there are any of the following court orders in place:
  - Family Violence Protection Order
  - Protection Order
- Parental responsibility

If you would like information about alternative options to ensure that students who do not use the online services outlined in Appendix A can still participate in learning activities in the classroom, please feel free to contact a member of our School Principal Class Team on (03) 5282 1427.

The Consent Form and Appendix A makes parents/carers aware that you:

- acknowledge the collection, and give consent to use, disclose and store your child’s personal information
- acknowledge the policies that apply when your child uses the online services
- give consent for the transmission of your child’s personal information to be stored in secure locations outside of Victoria
- give consent for the use of your child’s work created when using the online services
- acknowledge the principle that your child’s work created when using the online services
- acknowledge the collection, and give consent to use, disclose and store your child’s personal information
- acknowledge the consent that your child has given

If you would like information about alternative options to ensure that students who do not use the online services outlined in Appendix A can still participate in learning activities in the classroom, please feel free to contact a member of our School Principal Class Team on (03) 5282 1427.

Lara Primary School respects every parent’s right to make decisions concerning their child’s education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student’s parents. Parents may seek access to personal information held by the school about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school’s duty of care to the student.

In determining who has access to personal information in relation to a student, the Principal or relevant staff member will consider the following:

- Parental responsibility
- Whether there are any of the following court orders in place:
  - Parenting Plan
  - Parenting Order
  - Family Violence Protection Order
  - Protection Order
- Whether there are any of the following informal arrangements in place:
  - Parenting Plan
  - Carer

Parents, guardians and carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

Parents, guardians and carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

Our school uses personal information of students and parents (obtained from the school’s information management system called CASES21) to develop accounts within the online services.

Lara Primary School is required to protect all personal and health information that we collect in accordance with Victorian privacy laws.
Records management and access

Lara Primary School is required to create, manage and dispose of public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA).

Victorian Privacy Laws also require that Lara Primary School be assured of data quality and security for the period in which personal information or health information is held through an Online Service on behalf. Furthermore, Victorian Privacy Laws require that the school be able to access, modify and delete personal information and health information on whose behalf the school is required to create, manage and dispose of public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA).

If you require further information please contact a member of the Principal Class Team or our IT Technician (Lachlan Scott) at the school on (03) 5282 1427.

Further information and contact

If you require further information please contact a member of the Principal Class Team or our IT Technician (Lachlan Scott) at the school on (03) 5282 1427.

Copyright

Individual students own the copyright to their intellectual property (i.e. images, text, videos) if it is their original work. The school must obtain permission to reproduce and publish student work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student.

Freedom of Information Request

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Review of this Policy

This policy was last reviewed by School Council in December 2019.

This policy will be reviewed by School Council in December 2020.

December 2019

December 2020
## Online Services Assessment

### General Information

<table>
<thead>
<tr>
<th>What is the online service called?</th>
<th>Who is the service provider and where are they located?</th>
<th>What does the online service provide?</th>
<th>Who will administer the technology at school?</th>
<th>How will the school be using the online service?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass School Manager</td>
<td>Compass Education Pty Ltd, based in Balwyn North, Victoria, Australia.</td>
<td>Student Management System, which the school uses for student attendance, reporting, information storage and access.</td>
<td>Online services are managed by our IT Department and Principal Class Team.</td>
<td>The school will be using the online service to provide parents access to student reports, class attendance, events, ongoing news and online payments. Parents are able to contact classroom teachers via the inbuilt email facilities.</td>
</tr>
<tr>
<td>Mathletics</td>
<td>3P Learning Limited, based in Sydney, Australia.</td>
<td>An application that will be used in conjunction with other school resources and activities to support the literacy program.</td>
<td>The school will be using the online service to allow students to complete a range of numeracy activities online.</td>
<td></td>
</tr>
<tr>
<td>Seesaw</td>
<td>Seesaw Learning Inc., based in San Francisco, USA.</td>
<td>A digital driven online portfolio which enables access for parents to see their child’s work.</td>
<td>The school will be using the online service to allow students to create digital portfolios of their work. Seesaw allows students to showcase their work to staff and parents. Students can capture photos and videos to their class, which allows them to share these digital portfolios with others.</td>
<td></td>
</tr>
<tr>
<td>Google Apps for Education</td>
<td>Google Inc., based in California, USA.</td>
<td>An internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video conferencing facilities from school, and at home.</td>
<td>The school will be using Google Apps for Education to allow collaboration between students on documents and presentations. Teaching staff are given access to complete a range of literacy activities online. Teaching staff are given access to complete a range of literacy activities online.</td>
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</tr>
</tbody>
</table>

### Mathematics Manager

<table>
<thead>
<tr>
<th>Mathematics Manager</th>
<th>Compass School Manager, based in Sydney, Australia.</th>
</tr>
</thead>
</table>

### Collect Information

Appendix A – Online Services Assessment

[Image of Lara Primary School logo]
### Personal Information

**Use of Information**

- **Compass School Manager**
  - Where is the personal information stored?
    - Data stored on Compass School Manager will be stored on a server on the VicSMART WAN at a facility run by Compass Education Pty Ltd in Victoria.
  - How will the service provider store the personal information disclosed to it?
    - Data stored on Compass School Manager will be stored on a server on the VicSMART WAN at a facility run by Compass Education Pty Ltd in Victoria.
  - What policies will apply to the use of the online service?
    - LPS Acceptable Use Agreement
    - DET Privacy Policy
    - DET BYOD Policy
    - DET Online Services Assessment: This document
    - Online Services Assessment (This document)
  - If consent is not provided for the personal information to be used as described, will the school provide an alternate method of access to the educational program?
    - Compass School Manager is a required service at Lara Primary School as crucial information such as student attendance and reports are stored within it.

- **Mathletics**
  - Where is the personal information stored?
    - Data stored on Mathletics will be located on servers outside of Australia.
  - How will the service provider store the personal information disclosed to it?
    - Data stored on Mathletics will be located on servers outside of Australia.
  - What policies will apply to the use of the online service?
    - LPS Acceptable Use Agreement
    - BYOD Policy
    - DET Privacy Policy
    - LPS Acceptable Use Agreement

- **Seesaw**
  - Where is the personal information stored?
    - Data stored on Seesaw will be located on servers in Sydney, Australia.
  - How will the service provider store the personal information disclosed to it?
    - Data stored on Seesaw will be located on servers in Sydney, Australia.
  - What policies will apply to the use of the online service?
    - DET Privacy Policy
    - LPS Acceptable Use Agreement

- **Lexia**
  - Where is the personal information stored?
    - Data stored on Lexia will be located on server outside of Australia.
  - How will the service provider store the personal information disclosed to it?
    - Data stored on Lexia will be located on server outside of Australia.
  - What policies will apply to the use of the online service?
    - DET Privacy Policy
    - LPS Acceptable Use Agreement

**Service Details**

- **Compass School Manager**
  - What is the online service called?
    - Compass School Manager
  - What information of individuals will the school use and disclose to the service provider?
    - Student name
    - Student ID number
    - Student year level
    - Student DOB (Year/Month only)
  - How will the school use the information of individuals?
    - The school will use the information to provide student contact details for staff, timetabling, event management, attendance, reporting and communication with parents and the school community.
  - Where will the service provider store the personal information disclosed to it?
    - Data stored on Compass School Manager will be stored on a server on the VicSMART WAN at a facility run by Compass Education Pty Ltd in Victoria.

- **Mathletics**
  - What information of individuals will the school use and disclose to the service provider?
    - Student name
    - Student ID number
    - Student year level
  - How will the school use the information of individuals?
    - The school will use the information to set up and administer student accounts.
  - Where will the service provider store the personal information disclosed to it?
    - Data stored on Mathletics will be located on servers outside of Australia.

- **Seesaw**
  - What information of individuals will the school use and disclose to the service provider?
    - Student name
    - Student ID number
    - Student year level
  - How will the school use the information of individuals?
    - The school will use the information to set up and administer student accounts.
  - Where will the service provider store the personal information disclosed to it?
    - Data stored on Seesaw will be located on servers in Sydney, Australia.

- **Lexia**
  - What information of individuals will the school use and disclose to the service provider?
    - Student name
    - Student ID number
    - Student year level
  - How will the school use the information of individuals?
    - The school will use the information to set up and administer student accounts.
  - Where will the service provider store the personal information disclosed to it?
    - Data stored on Lexia will be located on server outside of Australia.

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**Educational Program**

- What is the educational program provided by the service provider?
  - The school will provide an alternate method of access to the educational program if consent is not provided for the use of online services.

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**Method of Access**

- If consent is not provided for the use of online services, the school will provide an alternate method of access to the educational program.

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**Service Details**

- What is the online service called?
  - Compass School Manager
  - Mathletics
  - Seesaw
  - Google Apps for Education
  - Lexia

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**Use and Disclosure by School**

- Where can information about the online service be found?
  - More information about Compass School Manager can be found via the following website: [http://compass.edu.au](http://compass.edu.au)
  - More information about Mathletics can be found via the following website: [https://www.mathletics.com/au/](https://www.mathletics.com/au/)
  - More information about Seesaw can be found via the following website: [http://web.seesaw.me](http://web.seesaw.me)
  - More information about Google Apps for Education can be found via the following website: [www.edu.google.com](http://www.edu.google.com)
  - More information about Lexia can be found via the following website: [https://www.lexialearning.com/](https://www.lexialearning.com/)

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**Personal Information**

- What is the online service called?
  - Compass School Manager
  - Mathletics
  - Seesaw
  - Google Apps for Education
  - Lexia

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**Use and Disclosure by School**

- Where can information about the online service be found?
### Lexia

- **Service**
  - Google Apps for Education
- **Purpose**
  - To generate personal ID and login details for Lexia
- **Information Collected**
  - Personal information includes full name, user ID, and school
  - Information that can identify students, this includes names, email addresses, and unique application numbers
- **Information Used**
  - Information that is relevant and not excessive for the purposes of providing access to Lexia
- **Retention**
  - The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.
- **Access**
  - Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators. The school has a revision feature which allows the school to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.

### Seesaw

- **Service**
  - Seesaw
- **Purpose**
  - To generate personal ID and login details for Seesaw
- **Information Collected**
  - Personal information includes full name, user ID, and school
  - Information that can identify students, this includes names, email addresses, and unique application numbers
- **Information Used**
  - Information that is relevant and not excessive for the purposes of providing access to Seesaw
- **Retention**
  - The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.
- **Access**
  - Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators.

### Mathletics

- **Service**
  - Mathletics
- **Purpose**
  - To generate personal ID and login details for Mathletics
- **Information Collected**
  - Personal information includes full name, user ID, and school
  - Information that can identify students, this includes names, email addresses, and unique application numbers
- **Information Used**
  - Information that is relevant and not excessive for the purposes of providing access to Mathletics
- **Retention**
  - The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.
- **Access**
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### Compass School Manager

- **Service**
  - Compass School Manager
- **Purpose**
  - To generate personal ID and login details for Compass School Manager
- **Information Collected**
  - Personal information includes full name, user ID, and school
  - Information that can identify students, this includes names, email addresses, and unique application numbers
- **Information Used**
  - Information that is relevant and not excessive for the purposes of providing access to Compass School Manager
- **Retention**
  - The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.
- **Access**
  - Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators.

### Table - What is the Online Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Purpose</th>
<th>Information Collected</th>
<th>Information Used</th>
<th>Retention</th>
<th>Access</th>
<th>How Will the Service Provide Information of the Student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Apps for Education</td>
<td>To generate personal ID and login details for Lexia</td>
<td>Personal information includes full name, user ID, and school</td>
<td>Information that can identify students, this includes names, email addresses, and unique application numbers</td>
<td>The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
<td>Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators.</td>
<td><strong>(k)</strong> Will the school be able to provide access to personal ID and login details for the service provider? The school has a revision feature which allows the school to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
</tr>
<tr>
<td>Seesaw</td>
<td>To generate personal ID and login details for Seesaw</td>
<td>Personal information includes full name, user ID, and school</td>
<td>Information that is relevant and not excessive for the purposes of providing access to Seesaw</td>
<td>The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
<td>Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators.</td>
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<td>To generate personal ID and login details for Mathletics</td>
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<td>The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
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<tr>
<td>Compass School Manager</td>
<td>To generate personal ID and login details for Compass School Manager</td>
<td>Personal information includes full name, user ID, and school</td>
<td>Information that is relevant and not excessive for the purposes of providing access to Compass School Manager</td>
<td>The school maintains the ability to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
<td>Certain communications such as messages or other communications from the provider are collected in the course of the use of the service. Only the service provider is able to access and retrieve all communications of the student that is shared with a third party sign-in service, such as Google Apps for Education account and to provide access to school administrators.</td>
<td><strong>(n)</strong> Will the school be able to provide access to personal ID and login details for the service provider? The school has a revision feature which allows the school to modify, download, and/or delete all school data. School administrators create and erase. Revisions are accessed or retrieved.</td>
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<td>Question</td>
<td>Compass School Manager</td>
<td>Mathletics</td>
<td>Seesaw</td>
<td>Google Apps for Education</td>
<td>Lexia</td>
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</tr>
<tr>
<td>4) Who will be able to see the content or work?</td>
<td>Staff and parents (parents can only see content relating to their own children).</td>
<td>Students and staff.</td>
<td>Students and staff.</td>
<td>Students, staff and parents.</td>
<td>Students and staff.</td>
<td></td>
</tr>
<tr>
<td>5) What content or works will be reproduced in the course of their use of the online service?</td>
<td>Student work will not be used or reproduced using Compass. The reproduction of individual student work may be used to demonstrate excellence and celebrate the efforts of students with the wider community.</td>
<td>The reproduction of individual student work may be used to demonstrate excellence and celebrate the efforts of students with the wider community.</td>
<td>Students can use Google Apps for Education to store their work digitally. This may include work samples, video recordings, images and presentations.</td>
<td>Students will use Mathletics to complete tasks set via their teacher. This may include photographs, videos, voice recordings and blog entries.</td>
<td>Students will use Lexia to complete tasks set via their teacher.</td>
<td></td>
</tr>
<tr>
<td>6) If students / parents believe that there has been a breach of privacy how will the school respond?</td>
<td>Lara Primary School takes the privacy of all students, parents and staff very seriously. If at any time any member of our school community feels that there may have been a breach of their privacy please contact the school and ask to speak to a member of the school Principal Class Team who will promptly follow up on the report.</td>
<td>Students will use Mathletics to complete tasks set via their teacher. This may include photographs, videos, voice recordings and blog entries.</td>
<td>The reproduction of student work may be used to demonstrate excellence and celebrate the efforts of students with the wider community.</td>
<td>Students will use Google Apps for Education to store their work digitally. This may include work samples, video recordings, images and presentations.</td>
<td>Students will use Lexia to complete tasks set via their teacher.</td>
<td></td>
</tr>
</tbody>
</table>

Where possible Lara Primary School actively seeks to improve levels of data security and integrity measures available through the online services, to better protect the personal information of students and parents using the online services. For information about online safety practices please refer to: [http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).