



Dear Parents and Families,

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 for the duration of their enrolment at Thornlie Primary School. 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.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

All forms must be returned to school office so that an online services account can be created for your child.

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)

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 be found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Yours sincerely

Lynette Deane-Spread
Principal

Growth . Respect . Opportunity . Worth



PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

Student's first name:

Student's last name:

School: Thornlie Primary School

Class / Form / Room:

Parent – Please tick a box

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*.

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 cannot filter internet content accessed by your child from home or from other locations away from the school. 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

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 other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

Name 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/Carer,

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work 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 endeavor 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 school work please complete the consent below. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Lynette Deane-Spread, Principal,

Thornlie Primary School

PERMISSION (do not detach)

I agree to the videoing or photographing of my child and my child's school work 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:** _____

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: Information Provided:	Further information: Terms of Use/Privacy Policy
Passtab https://passtab.com	Student and visitor management system	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	https://passtab.com/privacy.html
EdCompanion https://bestperformance.com.au/solutions/edcompanion/	Teaching and Learning	Staff/teacher: name, email Student: name, date of birth, gender, medical or health data, grades or performance data. Other data: school How the information is used: Online teaching and learning tool. Where the information is stored: Within Australia	https://bestperformance.com.au/privacy-policy/
Fotoworks https://www.fotoworks.com.au/	School photography	Staff/teacher: name Student: name, photos or videos These could fall in other data: school, class details How the information is used: School photography service Where the information is stored: Within Australia	https://www.fotoworks.com.au/privacy https://www.fotoworks.com.au/termsconditions
Photo Hendriks https://www.photohendriks.com.au/	School Photography Service	Staff/teacher: name, other data Student: name, photos or videos, other data Parent: name, contact information, financial data, other data (<i>list if provided</i>) Other data: school, class details How the information is used: School Photography Service Where the information is stored: Within Australia	https://www.photohendriks.com.au/privacy-policy
Oliver https://www.softlinkint.com/product/oliver/	Management System References & Resources	Student name, student email, date of birth, address, phone number, school, class details, school year, profile, gender, grades or performance 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	https://softlinkint.com/data-protection-privacy-policy



REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (BUNDLED 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 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
Name Boom Cards https://wow.boomlearning.com/	Category Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email, personal information, other data Student: name, email, work/content, grades or performance data Other data: school How the information is used: Digital resources Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://wow.boomlearning.com/blog/privacy
Name Literacy Planet https://www.literacyplanet.com/au/	Category Teaching and Learning Assessment and Reporting	Information provided: Staff/teacher: name, email Student: name email, work/content Other data: school How the information is used: Assign curriculum-aligned interactive games and activities based on students' needs. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/ https://www.literacyplanet.com/au/about/privacy-policy/
Name Scholastic Book Club https://www.scholastic.com.au/book-club/book-club-home/	Category Resources	Information provided: Staff/teacher: name, email Student: name, email, grades or performance data Parent: name, contact information Other data: school How the information is used: Online book club. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.scholastic.com/privacy.htm https://www.scholastic.com/terms.htm
Name Mathletics https://www.mathletics.com/au/	Category Mathematics Teaching and learning	Information provided: Student name, school, student email, student password, class details, student work and student performance. How the information is used: Provides students with access to online maths learning tool and online maths competitions. Where the information is stored: Within Australia	Terms of Use / Privacy Policy http://www.3plearning.com/privacy/ https://www.3plearning.com/terms/

<p>Name Reading Eggs https://readingeggs.com.au</p>	<p>Category Mathematics Teaching and learning</p>	<p>Information provided: Student Username and password, student name, student email, school, class details, school year and student work. How the information is used: Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://readingeggs.com.au/privacy https://readingeggs.com.au/terms</p>
<p>Name Kapture Photography https://www.kapture.com.au</p>	<p>Category School Photography</p>	<p>Information provided: School name, student unique identifier number for purchasing from vendor website, student name, student class details, school year and profile or other photos. How the information is used: Enables parents to purchase their child/ren and class/special group photos. Photos are also provided to schools for school database/archives. Where the information is stored: Australia</p>	<p>Terms of Use / Privacy Policy Nil</p>
<p>Name Academy Photography https://www.academyphoto.com.au/</p>	<p>Category School Photography</p>	<p>Information provided: Staff/teacher: name Student: name, date of birth, photos or videos, gender) Parent: name, contact information Other data: school, class details, school year How the information is used: School Photography Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy https://www.academyphoto.com.au/privacy/</p>
<p>Name 3P Photography http://www.3p.net.au</p>	<p>Category School Photography</p>	<p>Information provided: Student name, photo, school, class details, school year. Parent email, address and credit card details. How the information is used: To provide class/sibling photographs including adding a payment option. Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy http://www.3p.net.au/contact/terms-conditions/</p>
<p>Name Apple https://www.apple.com/au</p>	<p>Category Teaching and Learning</p>	<p>Information provided: 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 How the information is used: Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.apple.com/au/privacy/ https://school.apple.com/</p>

Name Book Creator https://bookcreator.com/	Category Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email, work/content, photos or videos and other data) How the information is used: Tool used for creating digital books Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://bookcreator.com/terms-of-service/ https://bookcreator.com/pp-row/
Name G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). https://www.google.com	Category Productivity tools References & Resources	Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). Where the information is stored: Outside Australia but certified by Australian Signals Directory	Terms of Use / Privacy Policy https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843-875381896.1565147460 https://policies.google.com/privacy?hl=en&gl=au https://edu.google.com/why-google/privacy-security/?modal_active=none
Name Mathseeds https://mathseeds.com.au	Category Mathematics Teaching and learning	Information provided: Student Username and password, student name, student email, school, class details, school year and student work. How the information is used: The program features a variety of lessons and activities. Each lesson is structured to build early mathematical skills. Children can progress at their own level. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://readingeggs.com.au/terms https://readingeggs.com.au/privacy/ (This is not an error; Blake eLearning is the vendor for both Mathseeds and Reading Eggs)
Name Showbie https://www.showbie.com	Category Teaching and Learning	Information provided: Student Username and password, student name, student email, date of birth, address, phone number, school, class details, school year, student work, attendance, behaviour, profile or other photos, gender, medical or health, grades or performance and videos. How the information is used: A service used to assign, collect and review student work. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.showbie.com/privacy/ https://www.showbie.com/terms/

Name Adobe Creative Cloud for Education https://www.adobe.com/au/creativecloud/buy/education.html	Category Teaching and Learning	Information provided: Staff/teacher: name and email Student: name and email Parent: name and contact information How the information is used: Includes Creative Cloud “All Apps” Education K-12 2020 Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.adobe.com/au/privacy/policy.html https://www.adobe.com/au/legal/terms.html
Name Explain Everything https://explaineverything.com/education/	Category References and Resources Teaching Aids and Equipment	Information provided: Name of subscription owner, school name, email address of subscriber, remainder of the group do not require email address, student login, address (for billing data), student work/content (projects uploaded to Explain Drive), profile or other photos (optional) and videos (when uploaded by user only). How the information is used: Enables users to create presentations using video, notation and audio recording. Students and teachers can share thoughts and ideas in real time. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://explaineverything.com/terms-of-use/ https://explaineverything.com/privacy-policy/
Name Padlet https://padlet.com/	Category Teaching and Learning References & Resources	Information provided: Student name, school, student work, profile or other photos (optional) and videos(optional). How the information is used: Online “bulletin “board, where students and teachers can collaborate, reflect, share links and pictures. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy https://padlet.com/about/privacy https://padlet.com/about/terms
Name Kodable https://www.kodable.com/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: work/content, grades or performance data Parent: contact information Other data: school How the information is used: Programming platform Where the information is stored: Outside Australia	Terms of Use / Privacy Policy http://resources.kodable.com/KodablePP.pdf http://resources.kodable.com/KodableTOS.pdf

<p>Name Class Dojo https://www.classdojo.com/</p>	<p>Category Teaching and Learning School and class communication</p>	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content, behaviour, photos or videos Parent: name, contact information How the information is used: School communication platform that includes student portfolios and behavioural management. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.classdojo.com/privacycenter/ https://www.classdojo.com/terms/</p>
<p>Name Pobble https://my.pobble.com/</p>	<p>Category Teaching and Learning Literacy</p>	<p>Information provided: Staff/teacher: name, email, other data Student: name, work/content, gender, grades or performance data, other data Parent: name, contact information Other data: school How the information is used: Online writing improvement tool. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://my.pobble.com/privacy-policy https://my.pobble.com/terms-of-service</p>
<p>Name StudyLadder https://www.studyLadder.com.au/</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Staff/teacher: name, email Student: name, grades or performance data Other data: school, class details, school year How the information is used: Online educational activities. Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.studyLadder.com.au/about/terms https://www.studyLadder.com.au/about/privacy</p>
<p>Name Topmarks https://www.topmarks.co.uk/</p>	<p>Category Teaching and Learning</p>	<p>Information provided: Student: name, date of birth How the information is used: Online learning through games and activities. Where the information is stored: Within Australia Outside Australia</p>	<p>Terms of Use / Privacy Policy https://www.topmarks.co.uk/PrivacyPolicy https://www.topmarks.co.uk/TermsOfUse</p>

Name Twinkl https://www.twinkl.com.au/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, work/content Parent: name, contact information These could fall in other data: school, student username How the information is used: Educational resources providing schools with digital teaching materials including lesson plans, assessments and interactive activities. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.twinkl.com.au/page/terms-and-conditions-schools https://www.twinkl.com.au/legal
Name Scholastic Literacy Pro https://au.scholastic.com/en/literacy-pro	Category Teaching and Learning Assessment	Information provided: Staff/teacher: name, email Student: name, email, grades or performance data Other data: school How the information is used: Literacy program including assessment and evaluation. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.scholastic.com/privacy.htm https://www.scholastic.com/terms.htm

I consent to my child's information being provided, if required, to each of the above service providers until the end of his/her schooling at Thornile Primary School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	



REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (EXPLICIT 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 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	Consent
Name Pic Collage https://piccollage.com/	Category Teaching and Learning	Information provided: Student: name email work/content How the information is used: Add shortened description. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://picc.co/privacy https://picc.co/tos	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Sphero Edu https://sphero.com/pages/educators	Category Teaching and Learning References & Resources	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 How the information is used: Computer Programming and Robotics Tutor Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://edu.sphero.com/child-policy https://sphero.com/pages/terms-of-use	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	