LAKELAND

SENIOR HIGH SCHOOL

Student Name _____

Year _____

Please return to the Front Office

Technology and Online Services Booklet 2022

Technology and Online Services

Dear Parents/Guardians,

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.

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. Both forms should be returned to school 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 found on the Office of the E-Safety Commissioner website (www.esafty.gov.au/iparent).

Lakeland Senior High School teachers make decisions about the best technology to meet the needs of our students and curriculum delivery. A third Party Service Provider is defined as any application that is Cloud Based; any application(s) that may require personal information to be entered before a login is provided. Information that may be required is Name, Gender, Birthdate

etc. Please note that students are asked to use their Education Department Email for Third Party Providers they are asked to sign up to.

The use of any Third Party Service Provider is now given a rating based on the risk associated with data transmitted, the location of the data, what personal information is required and the Terms of Use and Privacy Policy.

For those that are categorized as minimal risk; we will notify you of the services that we use in the school.

For Third Party Service Providers that are Low risk, we will bundle these together on one form and asked for signed consent to use these applications with your child/ren.

For Third Party Service Providers that are deemed as Medium Risk; this rating means there are some security and or/privacy risks identified with the service, explicit consent will be asked from Parents/Guardians.

Any High Risk Services as deemed by the Department of Education will not be used at Lakeland Senior High School.

Should you have any questions about Third Party Service Providers, please do not hesitate to ask.

Yours sincerely,

Catherine Baron

Principal
April 2021

Department of
Education

Permission for students to have an online services account

(Please write the name using one capital letter per box)

Student's first name

Student's last name

Student's preferred name

School

LAKELAND SENIOR HIGH SCHOOL

Year and Form

Parent

☐ 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.

Name of parent: _____

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.

NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Notification required)

Technology and Computer Online Applications
Third Party Service Providers (Appendix G)
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
Parent teacher Online https://parentteacheronline.com.au	Online Bookings	**Information provided:** Student name, school, class details, school year, parent email and parent name. **How the information is used:** Online parent teacher interview booking platform. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** http://www.parentteacheronline.com.au/terms-and-conditions https://parentteacheronline.com.au/privacy-policy
Academy Attendance Management System http://academyeducationsolutions.com.au	Library Management System	**Information provided:** Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters. **How the information is used:** Enables the school to use simple electronic tools to manage student attendance. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** Nil policies for software organisation. Review School and Department policies for data storage, security and use.
Academy Student Behaviour and Wellbeing Module http://academyeducationsolutions.com.au	School Management System	**Information provided:** Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters. **How the information is used:** Provides an electronic system with simple to use tools for recording positive and negative events throughout the school day. This system enables notes to added on student wellbeing profiles, home visits, parent meetings etc. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** Nil policies for software organisation. Review School and Department policies for data storage, security and use.
Stile	References & Resources	**Information provided:** Student name (optional), student email (optional), school, class details, student work, attendance (optional),	**Terms of Use / Privacy Policy**

https://stileeducation.com	Interactive Science	grades or performance (optional) and videos (optional). **How the information is used:** This service provides science lessons for use in year 7-10 classrooms. **Where the information is stored:** Within Australia	https://stileeducation.com/privacy https://stileeducation.com/security
Subject Selection Online https://www.subjectselectiononline.com.au	School Management	**Information provided:** Student name, student email, school, class details, school year and grades or performance. **How the information is used:** Students are able to complete subject selection online. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.subjectselectiononline.com.au/privacy-policy https://www.subjectselectiononline.com.au/terms-and-conditions
Monitor WA https://www.monitorwa.com.au	SmartRider Card Management	**Information provided:** Student name, date of birth, school, profile or other photos. **How the information is used:** SmartRider card ordering with optional canteen payments. Where the information is stored: Within Australia	**Terms of Use / Privacy Policy** N/A
Cars And Stars Online Reporting Tool https://www.hbe.com.au/series-cars-and-stars/online-reporting-tool.html https://www.hbe.com.au/series-cars-and stars/about.html	Literacy Teaching and Learning	**Information provided**: Student name, student email, address, phone number, school, class details, school year, profile or other photos, gender, geolocation/GPS and grades or performance. **How the information is used:** To gather data through a research-proven diagnostic tool and based on the results implement the recommended instructional reading comprehension program. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.hb-digital.com.au/terms-conditions https://www.hb-digital.com.au/privacy-policy
Passtab https://passtab.com	Student and visitor management system	**Information provided**: 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	**Terms of Use / Privacy Policy** https://passtab.com/privacy.html

TV4Education https://www.functionalsolutions.com.au/TV4Education	References & Resources	**Information provided**: Student Username, student name, date of birth, school, class details, school year, profile or other photos and gender. **How the information is used:** An education video library. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.functionalsolutions.com.au/TsandCs

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Bundled consent required)

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
Education Perfect https://www.educationperfect.com	Teaching and learning References and resources	**Information provided**: Student name, student email, school, phone number, class details, school year, student work, grades or performance and videos. **How the information is used:** Enables students to access an online learning and assessment platform with differentiated learning experiences. There is the option to enrol in world series competitions against other students. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_terms_of_use_2018-07-26.pdf https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_privacy_policy_2018-08-13.pdf
G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). https://edu.google.com/intl/en_au/products/gsuite-for-education	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:**	**Terms of Use / Privacy Policy** https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460 https://gsuite.google.com/intl/en/terms/education_privacy.html https://edu.google.com/intl/en_au/why-google/privacy-security If using 'Additional Services' the below apply

		Outside Australia but certified by Australian Signals Directory	https://gsuite.google.com/intl/en/terms/additional_services.html AND https://policies.google.com/terms
Smiling Mind https://www.smilingmind.com.au	Mental Health	**Information provided**: Student name, student email, date of birth, school, class details, school year, behaviour and gender. **How the information is used:** This is a mindfulness meditation to assist in good mental health practices. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.smilingmind.com.au/privacy-policy https://www.smilingmind.com.au/collection-notice
Book Creator https://bookcreator.com	Home Economics 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
Grok Learning https://groklearning.com	Business/IT Teaching and Learning	**Information provided**: Staff/teacher: name, email and other data Student: name, email, gender and other data **How the information is used:** Online programming platform. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://groklearning.com/policies/terms https://groklearning.com/policies/privacy https://groklearning.com/policies/security

Adobe Creative Cloud for Education https://www.adobe.com/au/creativecloud/buy/education.html	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 Mathspace for Schools https://mathspace.co/au	**Category** Mathematics Teaching and Learning	**Information provided**: Student username, student password, student name, student email, school name, class details, student work/content, geolocation (country only), grades or performance, parent name and parent email. **How the information is used:** Enables students to participate in viewing instructional videos and practice examples to assist in the development of mathematical concepts. **Where the information is stored:** Outside Australia but certified by Australian Signals Directory	**Terms of Use / Privacy Policy** https://mathspace.co/terms-of-use https://mathspace.co/au/privacy-policy
Name Code.org https://code.org	**Category** Teaching and Learning	**Information provided**: Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username **How the information is used:** Coding, Scripting, Programming; Online learning, Online courses. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://code.org/tos
Name Gamefroot https://www.gamefroot.com	**Category** Coding	Student name, student email, School name, class details, Student work/content and grades or performance. **How the information is used:** Enables students to participate in coding activities to build games.	**Terms of Use / Privacy Policy** https://gamefroot.com/terms-and-conditions https://gamefroot.com/privacy-policy

		Where the information is stored: Outside Australia but certified by Australian Signals Directory	
Academy Photography https://www.academyphoto.com.au	School Photography	**Information provided**: Staff/teacher: name, email Student: email, work/content Parent: name, contact information Other data: school **How the information is used:** Write code, access content, configure boards and share projects. **Where the information is stored:** Outside Australia	https://www.academyphoto.com.au/privacy
Arduino Create https://www.arduino.cc/en/main/create	Teaching and Learning References & Resources	**Information provided**: Staff/teacher: name, email Student: name, email, student work. Other data: school, class details, school year, student username **How the information is used:** Game-based learning resource designed to help educators teach maths and coding. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.arduino.cc/en/privacy-policy https://www.arduino.cc/en/terms-conditions
MangaHigh https://www.mangahigh.com/en-au	Teaching and Learning	**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	**Terms of Use / Privacy Policy** https://app.mangahigh.com/en-au/about/termsandconditions https://app.mangahigh.com/en-au/about/termsandconditions#privacy-policy

Apple https://www.apple.com/au	Teaching and Learning	**Information provided**: Staff/teacher: name, email Student: name, work/content **How the information is used:** Build 3D creations, animate them with code and explore them in Virtual or Augmented Reality. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.apple.com/au/privacy https://school.apple.com
CoSpaces Edu https://cospaces.io/edu	Teaching and Learning	**Information provided**: Staff/teacher: name, email, other data) Parent: other data **How the information is used:** 3D modelling program. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://cospaces.io/edu/privacy-policy.html https://cospaces.io/edu/student-data-safety.pdf https://cospaces.io/edu/terms-of-use.html
Tinkercad https://www.tinkercad.com	Teaching and Learning References & Resources	**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:** Outside Australia	**Terms of Use / Privacy Policy** https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ https://www.autodesk.com/company/terms-of-use/en/general-terms
Mathletics https://www.mathletics.com/au	Mathematics Teaching and learning	**Information provided**: Staff/teacher: name, email Student: name, email, work/content **How the information is used:** OLNA preparation and practise **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** http://www.3plearning.com/privacy https://www.3plearning.com/terms
OLNA WA https://olnawa.com.au	Teaching and Learning	**Information provided**: Staff/teacher: name, email Student: name, email, attendance, behaviour, photos or videos, gender, grades or performance data, other data Other data: school **How the information is used:**	**Terms of Use / Privacy Policy** https://olnawa.com.au/privacy-policy https://olnawa.com.au/terms-conditions

		Classroom seating chart generator. **Where the information is stored:** Outside Australia	
Mega Seating Plan https://www.megaseatingplan.com	Insert categories e.g. Teaching and Learning References & Resources	**Information provided**: Staff/teacher: name, email Student: name, email, attendance, behaviour, photos or videos, gender, grades or performance data, other data Other data: school **How the information is used:** Classroom seating chart generator. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.megaseatingplan.com/privacy https://www.megaseatingplan.com/terms
Autodesk -Inventor https://www.autodesk.com.au/products/inventor/overview?term=1-YEAR&support=null	Teaching and Learning References & Resources	**Information provided**: Staff/teacher: name, email Student: name, email, date of birth, work **How the information is used:** 3D mechanical design **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement
AMT Maths Competition https://www.amt.edu.au/stimulate-minds	Teaching and Learning Mathematics Competition	**Information provided**: Staff/teacher: name, email, personal information, other data *(list if provided)* Student: name, home address, telephone, email, date of birth, work/content, photos or videos, gender, grades or performance data Other data: school **How the information is used:** Mathematic Competition **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.amt.edu.au/privacy-policy

EduBlogs https://edublogs.org/	References & Resources	**Information provided**: Staff/teacher: name, email Student: name, email, work/content, photos or videos, Other data: school, class details, school year, student username **How the information is used:** WordPress based tool for creating and hosting individual websites and student eportfolios. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://campuspress.com/docs/privacy-policy/ https://edublogs.org/terms-of-service/
Survey Monkey https://www.surveymonkey.com/	Online surveys/Data collection Online forms	**Information provided**: Staff/teacher: name, email Student: name, email, work/content These could fall in other data: school **How the information is used:** **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.surveymonkey.com/mp/legal/terms-of-use/ https://www.surveymonkey.com/mp/legal/privacy/
Type Racer https://play.typeracer.com/	Teaching and Learning	**Information provided**: Staff/teacher: name, email Student: name, email, geolocation data, grades or performance data*)* Other data: school **How the information is used:** Online typing competition **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://data.typeracer.com/pit/privacy_policy https://data.typeracer.com/pit/tos

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 Lakeland Senior High School.

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

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Explicit consent required)

The following third party services are being used in our school. These services have been deemed as Medium Risk; this rating means that there are some security/privacy risks identified with the service as they 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.

For each service, please mark an X with your Consent choice
Eg. *X* Consent ***or*** *X* Do not consent

NAME OF SERVICE	TYPE OF SERVICE	WHAT DO I NEED TO KNOW	FURTHER INFORMATION	CONSENT
Flat for Education https://www.flat.io	Music Teaching and Learning	**Information provided:** Student name (optional), student email (optional), school name, school year (optional), class details (optional), student work/content and grades or Performance (optional). **How the information is used:** It is used in a cloud-based music learning platform aimed at supporting music teachers and students in the classroom. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://flat.io/help/en/policies/terms-of-service-business.html https://flat.io/help/en/policies/terms-of-service-education.html https://flat.io/help/en/policies/privacy-policy.html	☐ Consent ☐ Do not Consent
Claro Software https://www.clarosoftware.com	Assistive technology References and Resources	**Information provided**: Username and password, name, email, address and student attendance. **How the information is used:** Enables students to log in or download applications to use software for people with disabilities such as print and reading difficulties like dyslexia, to help them achieve all they can. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.clarosoftware.com/legal https://www.clarosoftware.com/legal/#privacy	**Consent Status** ☐ Consent ☐ Do not Consent

Studyladder https://www.studyladder.com.au	Teaching and Learning	Information provided: Staff/teacher: name, email and other data Student: name, gender and grades or performance data Parent: name and contact information How the information is used: Online educational activities. Where the information is stored: Outside Australia	**Terms of Use / Privacy Policy** **https://www.studyladder.com.au/about/privacy** **https://www.studyladder.com.au/about/terms**	**Consent Status** ☐ Consent ☐ Do not Consent
ReadTheory https://readtheory.org	Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email and work/content Parent: name and contact information How the information is used: Reading comprehension and writing exercises. Where the information is stored: Outside Australia	**Terms of Use / Privacy Policy** **https://readtheory.org/privacy-policy** **https://readtheory.org/terms-and-conditions**	**Consent Status** ☐ Consent ☐ Do not Consent
canva https://www.canva.com/education	Teaching and Learning	Staff/teacher: name, email Student: name, email, work/content, photos or videos Other data: school **How the information is used:** Creative design and presentation tools. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://about.canva.com/terms-of-use	**Consent Status** ☐ Consent ☐ Do not Consent
Soundtrap https://www.soundtrap.com/edu	Teaching and Learning	Staff/teacher: name, email, other data Student: name, email, work/content, photos or videos Parent: name, contact information, financial data, other data (list if provided)	**Terms of Use / Privacy Policy** https://www.soundtrap.com/legal/privacy/edu	**Consent Status** ☐ Consent ☐ Do not Consent

		How the information is used: Creative sound recording. Where the information is stored: Outside Australia	https://www.soundtrap.com/legal/terms/creator/world	
MusicFirst https://www.musicfirst.com/	Learning Management System	**Information provided**: Staff/teacher: name, email Student: name, work/content, grades or performance data Other: school name **How the information is used:** Learning Management System **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.musicfirst.com/terms-and-conditions/ https://www.musicfirst.com/privacy-policy/	**Consent Status** ☐ Consent ☐ Do not Consent

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

ACADEMY BIOMETRIC SYSTEM

The Academy Attendance System is now used by many schools and offers schools and parents a more efficient and accurate attendance system.

The system makes use of a new technology which is biometric recognition. To implement the biometric system each student provides a portion of a finger image into the computer. The computer generates a mathematical algorithm to identify each student. It is not a thumbprint in the traditional sense. The student identifier is not useful for any other purpose and is securely kept in the computer. The data is not released to any third party and is deleted when a student leaves the school.

This system will only be used in the front office and school library. The biometric system will be very useful in those areas as they often have long lines of students waiting for processing e.g. late students, students out of class to see staff in Administration and Student Services. The biometric system will be very quick and students will no longer be delayed in returning to their usual class. It will also more accurately record the student's whereabouts and reduce the number of errors associated with manual recording.

This initiative is aimed at supporting parents through a more accurate and efficient attendance system. If any parent has objections or concerns, they may choose to opt out of the system.