

Governor Stirling Senior High School



GOVERNOR
STIRLING
SENIOR HIGH SCHOOL

Students Online in Public Schools Policy

Publish Date	January 2023	
Review Date 1	December 2023	
Review date 2		
Changes made	Changes made to Consent Action types Register of applications updated for 2023	

This policy has been developed so that teachers at GSSHS are aware of their responsibilities as they relate to the [Students Online in Public Schools Policy](#) so that as a school, we manage the risks around disclosure of students' personal information to online third party services. Keeping children safe online is the priority.

Our school is committed to providing a safe online learning environment for all students. As a school we provide online services to students only for learning-related activities and we make every reasonable effort to educate and protect students from exposure to inappropriate online materials and activities.

For the purposes of this policy third party service providers (provider) of online applications are any organisations, consultants, or independent contractors who render an online (or downloaded) service or product to the School. These may include (but are not limited to) services the School or teachers use as part of their day-to-day functions, or services used by students at the direction of the School or Teachers where the entry of personal student information is required to enable access to the service. These services may be free or paid. Department of Education provided online services, such as Connect, Reporting to Parents (RTP) and Student Information System (SIS) and Microsoft services (Office products) sit outside the scope of this policy as they do not require risk assessment and consent.

The requirements of the Students Online in Public Schools Policy and Procedures, and the assessment information provided in the Third Party Catalogue, only apply to online third party apps and services that collect, store or use students' personal information.

The policy does not impact:

- Teachers using an online app on a class device to demonstrate something to the students, on the assumption that the app doesn't need a student login or any personal student information.
- Teachers using an online service with their teacher account to engage students or provide resources to your students, on the assumption that the app doesn't need a student login or any personal student information.
- Students using an online app when they don't need to set up an account and they do not share any information on the app.
- Teachers using a service with only anonymous student information that does not identify the student i.e. a first name only, a nickname or a code.

Policy Statement

At GSSHS online third party services that collect, store or use student's personal information will only be used when a risk assessment has been undertaken by the Department of Education (WA) and the appropriate notification or consent option has been implemented as per the Third Party Risk Report.

Whole School Procedures

Identify any third party providers of online applications used at the school which hold personal student information.

Reviewed mid-term 4 in preparation for the following year.

Confirm that a risk assessment of the third party service provider has been undertaken by the Department of Education and that a third party service provider report is available.

Revised once providers of online applications used at the school have been identified for the following year (term 4).

Maintain a register of third party service providers of online applications that is accessible to staff at the school (refer to appendix 1) and to parents via the school website.

Updated at the end of the school year for the following school year.

Implement the appropriate notification or consent action (refer to appendix 2) for applications at the start of each school year, or upon enrolment of students after the start of the school year, via an online consent form which details the third party service providers that students, or the school, may use throughout the year. Links to this online consent form can be distributed via email, Connect notice or text message. (refer to appendix 3)

Where parents are unable to complete the online consent form, hardcopy versions will be available upon request (refer to appendix 4).

Consent forms are distributed in the last week of the school year.

Maintain a master record of the parental consent received (refer to appendix 1) as per records keeping requirements and a copy which is available to staff (refer to appendix 1) to confirm notification has been given, or consent received, for students in their classes.

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SENIOR HIGH SCHOOL

Students Online in Public Schools – Register of Third Party Applications

Publish Date	January 2023
Review Date 1	December 2023

This document provides information about relevant Third party application that may be used at GSSHS during 2023. The applications are listed as an assessment report which contains the following information:

- The name of the service,
- The location where service data is hosted,
- The purpose of the application,
- Personal information that may be collected by the service,
- A link to the service website
- A link to the service terms of use and privacy policy

The applications are grouped into two types:

Notification

These third party services have been assessed and have data storage located within Australia. You should notify parents of the use of these services, including what the service is for, how it will be used and what student information will be disclosed.

Consent

Parent consent is required for these third party services. This may be due to data being stored outside Australia, or the vendor's own terms of use. Consent can be obtained once for a list (bundle) of third party services.

Note: the following information has been taken from assessment reports and were correct at time of publication.

Notification:

Name of Service:	TV4Education	Data Location:	Onshore (within Australia)
Purpose:	An education video library available to schools. There are a range of educational channels, resources and learning tools.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student date of birth • Student gender • Class details 	<ul style="list-style-type: none"> • Student photos or videos • Student username • School name 	
Website:	https://www.functionalsolutions.com.au/TV4Education		
Terms of Use:	https://www.functionalsolutions.com.au/TsandCs		
Privacy Policy:	https://www.functionalsolutions.com.au/TsandCs		

Name of Service:	Education Perfect	Data Location:	Onshore (Inside Australia)
Purpose:	Online Australian Curriculum Aligned learning platform with interactive lessons, quizzes and assessments.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content • Student grade or performance data 	<ul style="list-style-type: none"> • Student email • School name 	
Website:	https://www.educationperfect.com/		
Terms of Use:	https://www.educationperfect.com/platform-terms-of-use/		
Privacy Policy:	https://www.educationperfect.com/legal/		

Name of Service:	Stile	Data Location:	Onshore (Inside Australia)
Purpose:	Stile allows teachers to create 'learning journeys' for classes and individual students and review analytics of student progress.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student attendance • Student grade or performance data • Student work content 	<ul style="list-style-type: none"> • Student email • Student photos or videos • School name • Class details 	
Website:	https://stileapp.com/login		
Terms of Use:	https://stileeducation.com/other/terms/		
Privacy Policy:	https://stileeducation.com/other/privacy/		

Name of Service:	MyFuture	Data Location:	Onshore (Inside Australia)
Purpose:	This service supports students (including teachers, career practitioners, parents and carers) to make career decisions, plan career pathways and manage work transitions.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Age 	<ul style="list-style-type: none"> • School name • Postcode 	
Website:	https://myfuture.edu.au/		
Terms of Use:	https://myfuture.edu.au/footer/terms-of-use		
Privacy Policy:	https://myfuture.edu.au/footer/privacy-policy		

Name of Service:	SEQTA	Data Location:	Onshore (within Australia)
Purpose:	Teaching and learning management system (LMS) that brings teachers, administrators, parents and students together.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content • Student grade or performance data • Parent contact information • Class details 	<ul style="list-style-type: none"> • Student email • Student photos or videos • Parent name • Student username • School name 	
Website:	https://seqta.com.au		
Terms of Use:	https://seqta.com.au/collection/		
Privacy Policy:	https://educationhorizons.com/privacy/		

Name of Service:	sobs	Data Location:	Onshore (within Australia)
Purpose:	The service provides various booking options for parents in addition to tracking student attendance, permission slips, school notices, subject selection and school calendar.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student date of birth • Student attendance • Student address • Class details • Student behaviour • Geolocation 	<ul style="list-style-type: none"> • Student email • Student photos or videos • Gender • Telephone number • Medical or health • Student behaviour • School name 	
Website:	https://sobs.com.au/ui/home.php		
Terms of Use:	https://sobs.com.au/ui/termsconditions.php		
Privacy Policy:	https://sobs.com.au/ui/privacy.php		

Name of Service:	Subject Selection Online	Data Location:	Onshore (within Australia)
Purpose:	Allows schools to securely gather subject selection responses from students ensuring that responses meet pre-determined criteria.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student responses • Student class name 	<ul style="list-style-type: none"> • Student house group • School name 	
Website:	https://subjectselectiononline.com.au/		
Terms of Use:	https://subjectselectiononline.com.au/terms-and-conditions/		
Privacy Policy:	https://subjectselectiononline.com.au/terms-and-conditions/		

Consent

Name of Service:	G Suite for Education	Data Location:	Offshore (Outside Australia)
Purpose:	G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content 	<ul style="list-style-type: none"> • Student email • Student photos or videos 	
Website:	https://www.google.com		
Terms of Use:	https://policies.google.com/terms?hl=en-AU&fg=1		
Privacy Policy:	https://policies.google.com/privacy?hl=en-AU&fg=1		

Name	Category	Information provided:	Terms of Use / Privacy Policy
Comic Life https://plasq.com/	Teaching and Learning	Staff/teacher: name, email Student: email Other data: school name How the information is used: Comic creation tool. Where the information is stored: Outside Australia	https://plasq.com/support/plasq-com-privacy-policy/

Name	Category	Information provided:	Terms of Use / Privacy Policy
e-learning resource https://e-lr.com.au/	Teaching and Learning	Staff/teacher: name, email, personal information Student: name, email, work/content, grades or performance data Other data: school How the information is used: Music resources. Where the information is stored: Outside Australia	https://e-lr.com.au/privacy-statement/

Name of Service:	Storyboard That	Data Location:	Offshore (Outside Australia)
Purpose:	Digital storytelling templates and activities to create storyboards, graphic organizers, infographics and worksheets.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content • Student audio recordings • Student responses 	<ul style="list-style-type: none"> • Student class name • Student username • School name 	
Website:	https://www.storyboardthat.com/		
Terms of Use:	https://www.storyboardthat.com/about/terms-of-use		
Privacy Policy:	https://www.storyboardthat.com/about/privacy		

Name of Service:	Adobe - Creative Cloud K-12	Data Location:	Offshore (Outside Australia)
Purpose:	A suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography, and animation		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student photo • Student email • Student date of birth • Student phone number 	<ul style="list-style-type: none"> • Student work/content • Student responses • Parent name • Parent contact information 	
Website:	https://www.adobe.com/au/creativecloud.html		
Terms of Use:	https://www.adobe.com/au/legal/terms.html		
Privacy Policy:	https://www.adobe.com/au/privacy/policy.html		

Name of Service:	Canva for Education	Data Location:	Offshore (Outside Australia)
Purpose:	A design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content 	<ul style="list-style-type: none"> • Student email • Student photos or videos • School name 	
Website:	https://www.canva.com/education/		
Terms of Use:	https://about.canva.com/terms-of-use/		
Privacy Policy:	https://www.canva.com/policies/privacy-policy/		

Name of Service:	EduBlogs	Data Location:	Offshore (Outside Australia)
Purpose:	WordPress based tool for creating and hosting individual teacher websites and student eportfolios.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content • Student photos/videos • Student email • Student responses 	<ul style="list-style-type: none"> • Student year level • Student class name • School name • Student username 	
Website:	https://edublogs.org/		
Terms of Use:	https://edublogs.org/terms-of-service/		
Privacy Policy:	https://campuspress.com/docs/privacy-policy/		

Name OLNA Support https://olna.com.au/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content Other data: school How the information is used: Practice materials for OLNA. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://olna.com.au/privacy-policy/ https://olna.com.au/terms-and-conditions/
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Name PAT (ACER) https://www.acer.org/au/pat	Category Assessment and Testing	Information provided: Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information How the information is used: Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.acer.org/privacy https://www.acer.org/online-terms-of-use
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Name of Service:	NelsonNet	Data Location:	Offshore (Outside Australia)
Purpose:	This service provides customisable, interactive and educational eBooks and digital resources.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Gender • Date of birth • Biometric data 	<ul style="list-style-type: none"> • Student email • Student photos or videos • Parent contact details • Student username • School name 	
Website:	https://www.nelsonnet.com.au/		
Terms of Use:	https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions		
Privacy Policy:	https://cengage.com.au/privacycentre		

Name Micro:bit https://microbit.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name How the information is used: Learning Tool for Coding, Electronics and Robotics Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://microbit.org/privacy/ https://microbit.org/terms-of-use/
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Name of Service:	Consent2Go	Data Location:	Onshore(within Australia)
Purpose:	This service is an integrated solution for compliance, care and school management.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Date of Birth • Telephone number • Class details • Gender • Parent email • Parent Financial information • (Provides link to school's electronic payment gateway) 	<ul style="list-style-type: none"> • Student email • Address • School name • School year • Profile or other photos • Medical or Health • Parent mobile number • Parent consent 	
Website:	https://consent2go.com/		
Terms of Use:	https://www.mcbschools.com/Content/Public/MCBSchoolsTermsandConditions.pdf		
Privacy Policy:	https://www.mcbschools.com/Content/Public/MCBSchoolsWebPrivacyPolicy.pdf		

Name of Service:	Kahoot	Data Location:	Offshore (outside Australia)
Purpose:	Game based learning platform.		
Information Disclosed:	<ul style="list-style-type: none"> • Student name • Student work/content • Class details 	<ul style="list-style-type: none"> • Student email • School name • Student geolocation data 	
Website:	https://kahoot.com/		
Terms of Use:	https://trust.kahoot.com/terms-and-conditions/		
Privacy Policy:	https://trust.kahoot.com/privacy-policy/ https://kahoot.com/student-privacy-policy/		

Name DocuSign eSignature https://www.docusign.com.au/	Category eSignature	Information provided: Staff/teacher: name, email, personal information, other data Student: name, home address, telephone, email, date of birth, work/content, attendance, behaviour, photos or videos, gender, medical or health data, biometric data, grades or performance data, other data Parent: name, contact information, financial data, other data Other data: school, school year. How the information is used: eSignature for digital documents. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.docusign.com.au/company/privacy-policy https://www.docusign.com.au/company/terms-and-conditions/web
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