



# Online Services

## Epping Primary School

### Online Services at Epping Primary School - 10 September 2021

#### What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

- 1) teaching and learning;
- 2) communication and engagement with parents;
- 3) student administration;
- 4) school management;
- 5) complying with legal requirements; and
- 6) other purposes stated in the [Schools' Privacy Policy](#).

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please click this link to read important privacy [information for parents, guardians and carers](#).

#### How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles](#). Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

#### What content and materials will be shared through the online services?

Students may have the ability to create, store and share any school work related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

#### What school policies and support apply to these services?

The following school policies and documents apply: [Acceptable Use Agreements](#), [Student Engagement Policy](#), [Photography and Filming Policy](#), [Digital Technologies Policy](#). These will be used to inform the school community on acceptable behaviours. Our school policies are available from

If you wish to request access to your or your child's information, or have any questions, please contact Barbra McKenzie at 9401 1389.

## Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass	Teaching and learning Parent communication and engagement Student administration School management	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Teacher Administrator Parent
V Pass	Tracking staff locations	Teacher Name CRT number Visitor number	Australia	Teacher CRT Visitor
Class Creator	Class Creator helps schools streamline their existing student placement process and produce better classes. Designed, developed and supported by Australian teachers Class Creator helps schools all over the world create classes optimised for success, save time and eliminate mistakes.	Teacher Name Teacher Email CASES21 ID Student details (name, age) Attendance information Student reports Academic levels Behaviour levels	Australia	Teachers
G-Suite for Education (Local Deployment)	We use Google Drive to store all documentation for planning, scheduling, and filing system	Teacher first name Surname Gmail address Cases ID	Overseas, The Americans, Asia and Europe	Teachers
Seesaw	Self-guided maths questions that automatically adjust for student's capability. Minimises the need for teacher supervision in large classes.	Teacher first name Surname Gmail address Student First Name Last Name Student's Year Level CASES ID	Overseas	Teachers Students Parents

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes

Online Service	Purpose	Information type	Data Storage Location	Accounts
GetEpic	Literacy	Student First Name (and Initial) Student Year Level Student Work	Australia	Teacher Student
Studyladder	Literacy and Mathematics	Student First Name (and Initial) Student Class Student Work	Overseas	Teacher Student
G-Suite for Education (Local Deployment)	Various subjects	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment	Overseas	Student, Teacher Administrator

Literacy Planet	Literacy	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Reading Eggs/ Maths Seeds	Literacy and Mathematics	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Essential Assessment	Mathematics and Literacy Assessment platform	Student First Name (and Initial) Student Year Level Cases ID Student Class Student Work Student Assessment	Australia, Sydney	Teacher Student
Kahoot	Various subjects	Student First Name (and Initial) Student Year Level Student Work Student Assessment Student Class	USA	Teacher
Prodigy	Mathematics	Student First Name (and Initial) Student Year Level	USA, California	Teacher Student
NAPLAN Online	Literacy and Numeracy Assessment platform	Assessment Platform may include your School Diocese, Test administrative authority Name, Date of birth Gender Email address Demographic information about you and your family (for example country of birth, indigenous status, language background, parents' education and occupation) Information about your student status (that is, participation or otherwise in tests and any adjustments required for example to take account of a disability) and test scores.	Australia	Teachers Students
Spa	Various Subjects Assessment platform	First Name Last Name Student's Year Level Unique Identifiers Middle Name Preferred Name Classes assigned to the student Other 'tags' of interest for analysis (E.g. school campus, learning support provided) Gender (M, F, Undisclosed) Birthdate Funded Disability English as Another Language status Student photo	Australia	Teachers
Gaggle	Safety - eSmart	Third party platform Access our GSuite application CASES ID numbers Student first and last name Gmail account First name Last name	Overseas US	Teachers

Other online services used for short periods	Various subjects * Parent communication and engagement (if applicable)	Student First Name (and Initial) Student Class Student Work	Victoria, Australia or Overseas	None or Teacher only
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