



## Online Services at Cranbourne Park Primary School

### 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 takes 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 and Digital Learning Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from [www.cranbournepark.vic.edu.au/page/107](http://www.cranbournepark.vic.edu.au/page/107)

If you wish to request access to your or your child's information, or have any questions, please contact the school on 5996 1142.

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Sentral	* teaching and learning * parent communication and engagement * student administration * school management	Student Full Name Student Year Level Student Class Student DOB Student Email <b>Student Photo</b> <b>Student ATSI status</b> <b>Student Health and Welfare Information</b> Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Student Teacher Administrator Parent
Google Drive	* teaching and learning * student administration * school management	Student Full Name Student Year Level Student Class Student DOB Student Assessment		

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
Mathletics	Mathematics * communication and engagement with parents	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Seesaw	Online environment with literacy and numeracy tasks.	Student Full Name Student Year Level Student Class <b>Student Photo</b> <b>Student Video</b> <b>Student Audio</b>	Overseas	Student Teacher
Bookmark	Library Borrowing System	Student Full Name Student Year Level Student Class eCases ID DOB	School Server	Teacher
SPA	Mathematics and Literacy Testing *Assessment	Student Full Name Student Year Level Student Class Student DOB <b>Student ATSI status</b> Student Assessment eCases ID	Australia	Teacher

Essential Assessment	Mathematics and Literacy Testing *Assessment	Student Full Name Student Year Level Student Class Student DOB <b>Student ATSI status</b> Student Assessment eCases ID	Australia	Teacher Student
CPPS Facebook Page	Communication	Student First Name Student Photo	Overseas	Teacher

### Review Cycle

This document was last updated on 20<sup>th</sup> October 2020, it is scheduled for review in October 2022.