



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

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 | <ul style="list-style-type: none"> * 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 | Student Teacher Administrator Parent |
| Google Drive | <ul style="list-style-type: none"> * teaching and learning * student administration * school management | Student Full Name Student Year Level Student Class Student DOB Student Assessment | | Staff Accounts (managed by the Department of Education) |

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 |
|----------------------------------|--|--|-----------------------|--------------------|
| DAL (Digital Assessment Library) | Literacy and Numeracy Assessments managed by the Department of Education | Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment | Managed by DET | Student Teacher |
| Seesaw | Online environment with literacy and numeracy tasks. | Student Full Name Student Year Level Student Class Student Photo Student Video Student Audio | 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 Student ATSI status Student Assessment eCases ID | Australia | Teacher |
| PAT Testing | Mathematics and Literacy Testing *Assessment | Student Full Name Student Year Level Student Class Student DOB Student Assessment eCases ID | Australia | Teacher Student |
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Review Cycle

This document was last updated on 1st March, 2023, it is scheduled for review in March 2024.