



Civic Court
Balnarring
Postal Address:
P.O. Box 38
Balnarring 3926
Telephone: 03 5931 4444
balnarring.ps@education.vic.gov.au

Online Services at Balnarring Primary School—17th December 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:

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

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 Cases ID Parent Details	Australia	Student Teacher Administrator Parent

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 Full Name Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Reading Eggs	Literacy communication and engagement with parents	Student Full Name Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Mathseeds	Mathematics communication and engagement with parents	Student First Name (and Initial) Student Surname Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher

Online Service	Purpose	Information type	Data Storage Location	Accounts
Essential Assessment	Mathematics and Numeracy learning and assessment	Student First Name (and Initial) Student Surname Student Year Level Student Class Student Work Student Assessment	Australia	Student Teacher
SeeSaw	Digital Portfolio Communication and engagement with parents	Student Full Name Student Year Level Student Class Student Cases ID Student Age Student Gender	Australia	Student Teacher Parent
Epic Books	Digital library with access to a large number of age appropriate books to enhance reading skills	Student First Name Student Surname	Overseas	Student Teacher
ACER/OARS	Academic assessment and learning	Student First Name Student Surname Student Gender Student Age Student Grade	Australia	Student Teacher
Digital Licence	Online learning tool for safe use of online programs and activities	Student first name Student Surname	Australia	Student Teacher
<u>Other online services used for short periods</u>	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

In addition to the above, and where appropriate or permitted by law, school staff or service providers may access information in online services for other purposes, for example, when the service provider provides technical support.

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

Students may have the ability to create, store and share any schoolwork 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.

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 will ensure that information is handled in accordance with the school's policies including: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#), [Acceptable Use Agreement](#) and [Digital Learning in Schools](#). These will be used to explain to the school community how we expect online learning systems to be used at school and at home.

We will manage your child's information including how it is stored and how long it is kept, in accordance with the Department's [Records Management Policy](#) for schools.

We will help your child to use online learning systems safely by providing them with technical or any other assistance they require. You can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher.

We recommend that parents monitor their child when learning from home and contact the school if they have any concerns.

What if you have questions?

If you wish to request access to your/your child's information, have any questions or concerns regarding your child using any of the online services, or you do *not* want your child to participate, please contact the school to discuss your options:

Anne McDonald, Ph: 5931 4444 or email: balnarring.ps@education.vic.gov.au