# Online Services at Cardinia 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:

o teaching and learning
o communication and engagement with parents
o student administration
o school management
o complying with legal requirements
o supporting students' social and emotional wellbeing, and health
o supporting policy in relation to student education and wellbeing
o other purposes stated in the [Schools' Privacy Policy](#).

## The online services used at our school are:

| Online service | Whose and what information | Why this information is collected | Data storage location & service provider privacy policy |
|---|---|---|---|
| Xuno | • Student details: first name, surname, year level, class, school name, age, DOB, school email address, gender, Aboriginal Torres Strait Islander (ATSI) and English as a second language (ESL) status.<br>• CASES21 ID.<br>• Timetable and attendance information.<br>• Student reports and assessment results.<br>• Notes on student work, wellbeing, attendance, and behaviour.<br>• Medical details.<br>• Profile photo of student. | Xuno provides schools with a single platform for school and student administration functions, such as attendance, student assessment and reporting, communicating with parents and students, making reasonable adjustments for students with disabilities and other conditions, and fulfilling legal requirements such as duty of care. | Australia<br><br>[Privacy Policy - Xuno](#) |

| | | | |
|---|---|---|---|
| | • Photos/video of student work or students engaging in tasks where no individual student is recognisable.<br>• Parent/carer details: first name, surname, home address, school name, email address, home and mobile number.<br>• Emergency contact details for students.<br>• Information about parent/carer access. | | |
| Essential Assessment | • Student first name, surname, class, year level, school name.<br>• Student responses to online learning, tests, and academic results. | Provides students with access to online maths and literacy learning tools and online maths competitions.<br>Enables teachers to track and assess student progress and tailor further learning. | Australia<br><br>Privacy Policy – Essential Assessment |
| PAT | • Student first name, surname, CASES ID, date of birth, gender, year level<br>• Responses and results of assessments | Allows teachers to set assessments and monitor student progress in multiple curriculum areas. | Australia, India, UK<br><br>ACER – Privacy Policy |
| Canva for Education | • Student first name, surname, school email address, | Provides student and staff with the ability to create designs, documents and presentations using a graphical design interface.<br>Students are able to collaborate using Canva to create and present their work. | USA, Australia, Singapore, UK, European Union, Philippines and New Zealand<br><br>Canva – Privacy Policy |
| Epic! | • Student first name, surname | Provides students with access to online books, both audio and written texts. | USA<br><br>Epic – Privacy promise |

| | | Enables teachers to set books that are applicable to students needs and interests. | |
|---|---|---|---|
| Google Workspace for Education | • Student first name, surname, email address, class, year level.<br>• Student responses to online learning<br>• Photos/videos of student work | Google provides a platform for students to share and collaborate with peers and teachers in their learning.<br><br>Google allows for students to complete their learning in a virtual space using 21$^{st}$ century skills. | Google Data Centres<br><br>Google Privacy and information |
| Teach Your Monster to Read | • Student first name, grade.<br>• Teacher name, email | Complements the reading and phonic program used by teachers. | UK<br><br>Teach your Monster – Privacy Policy |
| Scratch and Scratch Jnr | • Student username, gender, country of residence | Allows students to be part of the worlds largest free coding community. They are able to create, evaluate and share games. | USA<br><br>Scratch – Privacy Policy |
| Kodable | • Student first name, grade | Builds students ability in Computer Science Education by allowing them to use games and activities to learn coding concepts. | USA<br><br>Kodable – Privacy Center |
| Typing Club | • Student first name, email address, grade level<br>• Progress and performance within the app | Allows students to learn the ability of touch typing in an engaging way. | USA<br><br>Edclub – Privacy Policy |
| eSmart | • Student first name, school, username | Allows students to further understand how to be safe and keep your personal identity secure when online. | Australia<br><br>Alannah & Madeline Foundation – Privacy Policy |

The following services are also being used in our school. **These services require opt in consent**. We will provide parents/carers with a consent form should your child need access to one of these services.

| Online service | Whose and what information | Why this information is collected | Data storage location & service provider privacy policy |
|---|---|---|---|
| NONE AT THIS TIME | | | |

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

Please click this link to read important privacy information for students, parents, and carers.

## What content and materials will be shared through the software?

Students may have the ability to create, store and share schoolwork related content, such as photographs, audio and 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?

Personal information will be handled in line with the school's and DET's policies. These include: Schools' Privacy Policy, Cybersafety and Responsible Use of Digital Technologies, Digital Learning in Schools and Records Management Policy.

We will help your child to use online learning systems safely by providing them with technical or any other help they need.

You can also assist by:

- having conversations with your child about eSafety
- checking that your child is comfortable raising any issues with you or their teacher
- watching your child when they use the software from home to check if they have any concerns.

## Who can I contact if I 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:
Susan Wepster (Principal), 5998 8323 cardinia.ps@education.vic.gov.au