



YUILLE PARK P-8 COMMUNITY COLLEGE

No. 5520

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ABN 93 351 294 910

## Online Services at Yuille Park Community College

30<sup>th</sup> April 2020

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

Our school uses a variety of online services and applications including, Microsoft Teams, Global 2 Blogs, Mathletics, Essential Assessments, Reading Eggs, RAZ Readers and Sum Dog to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. All of these sites are password protected. 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, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available at school.

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Microsoft Teams	* teaching and learning * parent communication and engagement	Student Full Name Student Year Level Student Class Student DOB Student Email	Australia DET	Student Teacher Administrator Parent
Global 2 Blogs	* teaching and learning * parent communication and engagement	Password protected. Access to closed group	Australia DET	Teacher Administrator

Online services used for teaching and learning.

Online Service	Purpose	Information type	Data Storage Location	Accounts
Mathletics	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia	Student Teacher Administrator
Reading Eggs	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher Administrator
Raz Readers	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher Administrator
Essential Assessment	* teaching, assessment, planning and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia	Student Teacher Administrator
Story Box	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia and overseas	Student Teacher Administrator
Youtube (via safelink)	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Australia and overseas	Teacher Administrator
Google Docs	* teaching and learning	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher Administrator
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

If you have any questions, please contact the school on 5339 5555.