



# CAREY PARK PRIMARY SCHOOL

CARE: Challenge, Achieve, Respect, Encourage

Principal: Phil Greenmount

## Third Party Services information for Parents and Carers

Dear Parents and Carers,

Our school provides access to the Department of Education's online services. These enhance the modern day learning opportunities available to our students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

**All of our students from Year 1 onwards already use these services in one way or another, however the Education Department now require schools to get formal written permission to use them.**

I am therefore writing to get approval for your child to be given access to these online services, which will provide your child with opportunities to use the following:

- Individual email and calendar accounts (only used by senior students);
- The internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- Online teaching and learning services such as Connect, web-conferencing and digital resources; and
- Online file storage and sharing services.

If you agree to your child using these online services, **please complete sign and return this form with your enrolment pack**. Please explain the content of the *Acceptable Use Agreement* to your child before signing the form.

**The attached forms must be returned to school** so that an online services account can be created for your child. These permissions are valid until the end of your child's schooling at Carey Park Primary School.

Please note that while every reasonable effort is made by schools and the Education Department to prevent student exposure to inappropriate online content when using online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department of Education has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department of Education encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

Yours sincerely,

Phil Greenmount

Principal

January 2022

# PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

*To be returned to the school*



Student's first name:	
Student's last name:	
Year level:	
Room number:	

## Parent/Carer

I give permission for my child to have an online services account.

I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand that if my child breaks any of the rules in the agreement that the Principal may take disciplinary action in accordance with the Department's *Student Behaviour Policy and Procedures*.

Name of parent: \_\_\_\_\_

Parent email address: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.*

# ONLINE SERVICES ACCEPTABLE USE AGREEMENT (Kindy - YEAR 6)

**To be returned to the school**

**(Agreement to be made by you on behalf of your child)**



I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my username and password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe, that I know I should not access or view at school.
- I will acknowledge in writing, where other people's pictures or words come from if I copy them from the internet and use them in my work.
- I will check with the teacher before sharing information about myself or anyone else when using online services.
- I will show respect when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.
- I understand the school and the Department of Education can check my use of online services.
- I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

I AGREE with the Online Acceptable Use Agreement

I DO NOT AGREE with the Online Acceptable Use Agreement

NAME OF STUDENT: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_

DATE: \_\_\_\_\_

# PERMISSION TO PUBLISH STUDENT IMAGES AND WORK FOR SCHOOL PURPOSES

## To be returned to the school

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's picture and/or schoolwork may be published for the above purposes in a range of formats such as:

- Hardcopy and digital, including audio and video file formats, and
- Published to a range of media including but not limited to:
  - School newsletters, email, school and Department of Education Websites including social media websites (e.g. *PBIS Rewards.*), and
  - Third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and schoolwork, please complete the consent below and return this whole permission form to the school. Once signed, the consent will remain effective until such time as you advise the school otherwise.

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*I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above. Please indicate your consent.*

- YES
- NO

NAME OF STUDENT: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT:** In agreeing to the above, you understand that:

- While the school and Department of Education will only publish your child's information for the above-stated purposes, the Internet is accessible by any person worldwide.
- Your child's information can be accessed, copied and used by any other person using the Internet (e.g. *shared through social media such as Facebook, YouTube, etc.*).
- Once your child's information has been published on the Internet, the school and Department of Education have no control over its subsequent use and disclosure.
- You can withdraw this permission at any time by contacting the school or Education Department in writing; however, this will not affect materials that have already been published and disseminated.

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### **Office use only:**




Processed on:    /    / 20    by (initials):

**Note:** *This agreement must be filed by the school.*

## NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

The following third party services are being used in our school. Please contact the school if you have any queries regarding their use.

Name of Service	Type of service	What do I need to know
<b>OLIVER</b> <a href="https://www.softlinkint.com/product/oliver/">https://www.softlinkint.com/product/oliver/</a> 	Library Management System	<b>Information provided:</b> Student name, class and school <b>How the information is used:</b> To provide a profile for students in order to borrow books and communicate with the Librarian. <b>Where the information is stored:</b> Within Australia <a href="https://softlinkint.com/data-protection-privacy-policy">https://softlinkint.com/data-protection-privacy-policy</a>
<b>Reading Eggs</b> <a href="https://readingeggs.com.au">https://readingeggs.com.au</a> 	Literacy  Teaching & Learning	<b>Information provided:</b> Student Username and password, student name, student email, school, class details, school year and student work. <b>How the information is used:</b> Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children. <b>Where the information is stored:</b> Within Australia <a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a> <a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a>
<b>Phonics Hero</b> <a href="https://www.phonicshero.com">https://www.phonicshero.com</a> 	Literacy  Teaching & Learning	<b>Information provided:</b> Student name, class details, school year and grades or performance. <b>How the information is used:</b> Online phonics learning platform. Containing 850 phonics learning games. <b>Where the information is stored:</b> Outside Australia <a href="https://www.phonicshero.com/privacy-policy">https://www.phonicshero.com/privacy-policy</a> <a href="https://www.phonicshero.com/terms-of-use/">https://www.phonicshero.com/terms-of-use/</a>
<b>PAT (ACER)</b> <a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a> 	Assessment and Testing  Literacy & Numeracy	<b>Information provided:</b> Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data; <b>How the information is used:</b> Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. <b>Where the information is stored:</b> Within Australia <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a> <a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>
<b>Book Creator</b> <a href="https://bookcreator.com/">https://bookcreator.com/</a> 	Teaching & Learning	<b>Information provided:</b> Staff/teacher: name and email Student: name, work/content, photos or videos and other data) <b>How the information is used:</b> Tool used for creating digital books <b>Where the information is stored:</b> Outside Australia <a href="https://bookcreator.com/terms-of-service/">https://bookcreator.com/terms-of-service/</a> <a href="https://bookcreator.com/pp-row/">https://bookcreator.com/pp-row/</a>
<b>PBIS Rewards</b> <a href="https://www.pbisrewards.com/">https://www.pbisrewards.com/</a> 	Behaviour Management - PBS	<b>Information provided:</b> Staff/teacher: name, email Student: name, behaviour, photos or videos, gender, other data Parent: name, contact information Other data: school <b>How the information is used:</b> Behaviour Management Programme <b>Where the information is stored:</b> Outside Australia <a href="https://www.pbisrewards.com/policies/website-privacy-policy/">https://www.pbisrewards.com/policies/website-privacy-policy/</a> <a href="https://www.pbisrewards.com/policies/platform-terms-of-service/">https://www.pbisrewards.com/policies/platform-terms-of-service/</a>
<b>Kodable</b> <a href="https://www.kodable.com/">https://www.kodable.com/</a> 	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: work/content, grades or performance data Other data: school <b>How the information is used:</b> Programming platform <b>Where the information is stored:</b> Outside Australia <a href="http://resources.kodable.com/KodablePP.pdf">http://resources.kodable.com/KodablePP.pdf</a> <a href="http://resources.kodable.com/KodableTOS.pdf">http://resources.kodable.com/KodableTOS.pdf</a>

<p><b>MSP Photography</b>  <a href="https://www.msp.com.au/">https://www.msp.com.au/</a></p> 	<p>School photography</p>	<p><b>Information provided:</b> Staff/teacher: name, Student: name, date of birth, work/content, photos or videos, Parent: name  Other data: school</p> <p><b>How the information is used:</b> School photography service.</p> <p><b>Where the information is stored:</b> Within Australia  <a href="https://www.msp.com.au/privacy-policy/">https://www.msp.com.au/privacy-policy/</a></p>
<p><b>Literacy Planet</b>  <a href="https://www.literacyplanet.com/au/">https://www.literacyplanet.com/au/</a></p> 	<p>Teaching and Learning   Assessment and Reporting</p>	<p><b>Information provided:</b> Staff/teacher: name, email  Student: name, work/content  Other data: school</p> <p><b>How the information is used:</b> Assign curriculum-aligned interactive games and activities based on students' needs.</p> <p><b>Where the information is stored:</b> Within Australia  <a href="https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/">https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/</a>  <a href="https://www.literacyplanet.com/au/about/privacy-policy/">https://www.literacyplanet.com/au/about/privacy-policy/</a></p>
<p><b>Apple</b>  <a href="https://www.apple.com/au">https://www.apple.com/au</a>  Includes: iCloud, Apple education, Apple School Manager, Pages, Keynote, Numbers, iMovie, Classroom, Garage band, Voice memo, clips.</p> 	<p>Teaching and Learning</p>	<p><b>Information provided:</b> Staff/teacher: name, email  Student: name, work/content, photos or videos, grades or performance data.  Other data: school, class details, school year, student username.</p> <p><b>How the information is used:</b> Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.</p> <p><b>Where the information is stored:</b> Outside Australia.  <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a></p>
<p><b>Jamf School (Zulu Desk)</b>  <a href="https://www.jamf.com/products/jamf-school/">https://www.jamf.com/products/jamf-school/</a></p> 	<p>Apple mobile device Management</p>	<p><b>Information provided:</b> Staff/teacher: name, email and personal information  Student: no information provided.</p> <p><b>How the information is used:</b> Apple iPad Management</p> <p><b>Where the information is stored:</b> Outside Australia  <a href="https://www.jamf.com/privacy/">https://www.jamf.com/privacy/</a></p>
<p><b>StudyLadder</b>  <a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a></p> 	<p>Teaching and Learning</p>	<p><b>Information provided:</b> Staff/teacher: name, email and other data  Student: name, gender and grades or performance data</p> <p><b>How the information is used:</b> Online educational activities.</p> <p><b>Where the information is stored:</b> Outside Australia  <a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>  <a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a></p>
<p><b>Explain Everything</b>  <a href="https://explaineverything.com/education/">https://explaineverything.com/education/</a></p> 	<p>References and Resources   Teaching Aids and Equipment</p>	<p><b>Information provided:</b> Name of school. The remainder of the group <b>do not</b> require email address, student work, profile, or other photos (optional) and videos (when uploaded by user only).</p> <p><b>How the information is used:</b> Enables users to create presentations using video, notation and audio recording. Students and teachers can share thoughts and ideas in real time.</p> <p><b>Where the information is stored:</b> Outside Australia  <a href="https://explaineverything.com/privacy-policy/">https://explaineverything.com/privacy-policy/</a></p>
<p><b>Mathletics</b>  <a href="https://www.mathletics.com/au/">https://www.mathletics.com/au/</a></p> 	<p><b>Category</b>  Mathematics Teaching and learning</p>	<p><b>Information provided:</b> Student name, school, student password, class details, student work and student performance.</p> <p><b>How the information is used:</b> Provides students with access to online maths learning tool and online maths competitions.</p> <p><b>Where the information is stored:</b> Outside Australia  <a href="http://www.3plearning.com/privacy/">http://www.3plearning.com/privacy/</a>  <a href="https://www.3plearning.com/terms/">https://www.3plearning.com/terms/</a></p>
<p><b>Pocket Phonics</b>  <a href="https://appsinmypocket.com/">https://appsinmypocket.com/</a></p> 	<p><b>Category</b>  Teaching and Learning</p>	<p><b>Information provided:</b> Staff/teacher: name and email  Student: name and grades or performance data.</p> <p><b>How the information is used:</b> App for reading and writing.</p> <p><b>Where the information is stored:</b> Outside Australia  <a href="http://appsinmypocket.com/privacy-policy/">http://appsinmypocket.com/privacy-policy/</a>  <a href="http://appsinmypocket.com/terms-of-use/">http://appsinmypocket.com/terms-of-use/</a></p>