

CLOUD SERVICES POLICY

PRIVACY INFORMATION

Melton South Primary School uses school approved *Cloud Services* in the classroom as part of our teaching and learning program. Cloud Services are internet based service provided by 3rd Party Companies for educational purposes. They provide students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Cloud Services include the following online services:

Cloud Services ('online services')

- | | |
|------------------------------|-----------------|
| 1. Office 365 | 4. Reading Eggs |
| 2. Compass | 5. Mathletics |
| 3. Google Apps for Education | |

Additional Cloud 'online services' may be added by our school to further support teaching and learning

Terms and conditions

<http://www.microsoft.com/en-us/licensing/product-licensing/products.aspx>

Microsoft Online Services Terms and privacy information can be found by clicking on the links opposite:

<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>

<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx>

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

http://www.google.com/apps/intl/en-in/terms/education_terms.html

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

Compass Online Services Terms and Conditions, and Privacy Policy can be found by clicking the links opposite.

<https://www.compass.education/policy/>

<https://www.compass.education/Corporate/privacy/>

Cloud Services ('online services')

Reading Eggs Terms and Conditions, and Privacy Policy can be found by clicking the links opposite.

<https://readingeggs.com.au/terms/>

<https://readingeggs.com.au/privacy/>

Mathletics (3P Learning) Terms and Conditions, and Privacy Policy can be found by clicking the links opposite.

http://www.3plearning.com/privacy-policy/?_ga=2.178426413.867954414.1503019281-586403757.1503019281

http://www.3plearning.com/terms-conditions/?_ga=2.144455228.867954414.1503019281-586403757.1503019281

Cloud Service access to specific personal information of your child

To enable your child to sign-on and access these online services as part of our schools teaching and learning program, these services require access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to Microsoft, and opt-out your child from using these cloud services. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001 (Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Respective Online Services Terms provides further information on how these services may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of these Cloud Services is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information, with the exception of Compass.

Student responsibilities when using online services

When using cloud services, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Purpose of this Privacy Information and opt-out form

The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to these cloud services, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school (return this form).
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using Cloud Services, please complete and return the slip provided on the next page. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Cloud Services - OPT-OUT FORM

Only fill this in if you do **NOT** want your child to use the following resources.

1. Reading Eggs
2. Mathletics
3. Office 365
4. Compass
5. Google Apps for Education

I wish to opt-out my child, of grade/year from using school approved cloud services. As a result, I understand my child will not have access to the online services and alternate arrangements for allocating work will be made.

Parent / Guardian Signature

Parent / Guardian Name

Date