

Digital Learning

Participation, Privacy and Copyright Consent Form

Surf Coast Secondary College will be using online services to support learning at our school. So that we can provide these online services to your child we must inform you about:

- what personal information is required to create an online account to access the online services;
- what personal information may be collected during the use of the online services;
- what online tools and sites will be available through the online services; and
- what content and materials (i.e. photos, stories, videos) your child will be able to share through the online services.

Privacy

Our school is bound by the *Information Privacy Act 2000* and the *Health Records Act 2001* (**Victorian privacy laws**). Victorian privacy laws require schools to obtain **fully informed, freely given, current and specific** consent from a parent, guardian or carer of a student to use and disclose their personal information.

Our school uses personal information of students and parents (obtained from the school's information management system called CASES21) to develop online Google accounts. These Google accounts enable students to access, participate in and share content and materials through the tools and forums available through our online platform, Study Turf.

The school seeks your consent for the ongoing use of this personal information through the attached consent form. Once signed the consent form will:

- provide information about both online services (Study Turf and Google Apps for Education)
- acknowledge the collection, and give consent to use, disclose and store your child's personal information
- acknowledge the policies that apply when your child uses the online service
- give permission for the use of the child's work created when using the service, and
- where relevant, obtain consent for the transmission of your child's personal information outside Victoria.

If you would like information about alternative 'off-line' options to ensure that students who do not use a Google account can still participate in learning activities in the classroom, please refer to our Offline Alternatives available at: <http://www.surfcoastsecondarycollege.vic.edu.au/study-turf.html>. For information about 'on-boarding' (how the school commences an account upon enrolment) and 'off-boarding' processes (how students can discontinue or transfer their Google account at the end of their enrolment), please refer to our On-Boarding and Off-Boarding Procedures available at: <http://www.surfcoastsecondarycollege.vic.edu.au/study-turf.html>.

Copyright

Students own the copyright in any work they create if it is their original work. The school must obtain permission to reproduce and publish student work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student.

If you require further information please contact Scott Diamond or Erin Weightman at the College on 5261 6633.

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General Information

- | | | |
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| a) <i>Who is the service provider and where are they located?</i> | <p>Education Advantage
ABN 66 164 056 268</p> <p>An Australian company based in West Melbourne, Victoria</p> | <p>Google Inc.
ABN 34 118 972 998</p> <p>A U.S. company based in California</p> |
| b) <i>What is the online service called?</i> | Study Turf Online Learning Portal | Google Apps for Education |
| c) <i>What does the online service provide?</i> | <p>Study Turf provides a learning portal that is accessible by all students, parents and teachers. It serves as a method of providing assessment, reporting and ongoing learning information of all students. Study Turf includes functionality that allows students and teachers to collaborate and share ideas that aim to increase the depth of student learning. It will also be used by the College to track student wellbeing in a highly confidential and secure manner.</p> | <p>Google Apps for Education provides a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility.</p> |
| d) <i>Who will administer the technology at the school?</i> | The Digital Learning leader, supported by the College ICT technical team. | |
| e) <i>How will the school be using the online service?</i> | <p>Teachers and students will use the spaces created in the Study Turf Online Learning Portal and the technology enabled through Google Apps for Education to upload resources and completed learning tasks.</p> <p>Teachers will assess student learning and provide feedback to students who can see ongoing reporting of their learning. Teachers will use the tasks uploaded by students as evidence of their progression of learning to provide assessment and reporting. This information will also be accessible to the parents and carers of each student. (i.e. each parent and carer will only have access to their child's learning information)</p> <p>All spaces will be monitored by the classroom teacher, the Digital Learning Leader and the College ICT team.</p> | |
| f) <i>Where can information about the service be found?</i> | www.eduadv.com.au | www.google.com/enterprise/apps/education/benefits.html#stayconnected |

Personal Information – Use and Disclosure by School

- | | | |
|---|---|---|
| g) <i>What personal information of the student and Parent/Carer will the school use and disclose to the service provider?</i> | First name and Surname (parents and Student) and CASES Code (Students) and email address that is developed by Google. | First name and Surname (parents and Student) and CASES Code (Students). |
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NO HEALTH INFORMATION WILL BE DISCLOSED TO THE SERVICE PROVIDER.

- h) *How will the school use the student's personal information?* This information is used to develop a Google Apps for Education Account for each student. These will be developed through the use of a 'handle' as follows: [insert handle].
- Education Advantage will then use this email in addition to the other information provided to generate an account using the email account as a user name. Students and their parents/carers will then use the account to login to the Study Turf platform and provide access to the Google online cloud storage services and products in the Google Apps for Education suite.
- i) *What will happen to an account that has been generated for the purposes of participation in the online services after the student ceases enrolment?* Please refer to our On-Boarding and Off-Boarding Procedures available at: <http://www.surfcoastsecondarycollege.vic.edu.au/study-turf.html>.
- j) *Where will the service provider store the personal information disclosed to it?* Education Advantage will store personal information on a server that is located in New South Wales, Australia. Google will store personal information on servers outside Australia.
- k) *What policies will apply to the student's use of the online service?* The Surf Coast Secondary College Acceptable Use Policy, Student Engagement Policy will be used to inform the College community on acceptable behaviours. The College will inform the College Community about the College's collection, storage, use, access and disposal of data including all personal information obtained by the school through the online service(s).
- Students will be supported to develop Cyber Safe practices online. In some instances inappropriate use of online tools may require personal information such as messages or comments in the system to be discussed with a child and their family.*
- Our school policies are available from <http://www.surfcoastsecondarycollege.vic.edu.au/study-turf.html>.
- l) *If consent is not provided for the personal information to be used as described, will the school provide an alternate method of access to the educational program?* The College will provide other methods of providing assessment and reporting information to students and their parents and carers. The College will provide for the use of removal storage devices or other electronic means to transmit student work between students and teachers
- For more information please refer to our Offline Alternatives available at: <http://www.surfcoastsecondarycollege.vic.edu.au/study-turf.html>.
- m) *Will the school be able to access and retrieve all content, including messages or other communications from the online service?* The College has the capacity to access and retrieve the following list of records that form part of the content of the online service:
- emails;
 - learning space contributions (videos, text, images, sound files); and
 - comments (teacher feedback comments, student collaborative comments, internal messages)

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This information will be retrieved by the Digital Learning Leader and the ICT technical team via administrative access to Google Apps for Education and the Study Turf platform.

Personal Information – Collection by Service Provider

- n) *How will the service provider use personal information of the student that is collected from the school for the purpose of registration?*
- To generate personal ID and login details to access the Surf Turf platform.
- To generate personal ID and login details for a Google Apps for Education account and to access the Google Apps for Education products.
- o) *What personal information of the student will the service provider collect in the course of the student's use of the online service?*
- Student Assessment, feedback, attendance will be hosted with the Education Advantage service. Information concerning student engagement will also be hosted in this service. This information will only be accessible by staff with Administration Login Permissions. No additional personal information will be collected by Education Advantage.
- Google Inc. may collect information about the services accessed by students and parents and carers and how they are used, this includes and viewing or interaction with ads and content. Information that is collected may relate to:
- Device information
 - Log information
 - Location information
 - Unique application numbers
 - Local storage
 - Cookies and anonymous identifiers

This information (which include personal information) is used to provide, maintain, protect and improve the online services, to develop new ones, and to protect Google and other users.

For more information about Google's privacy policy, please refer to: <http://www.google.com.au/intl/en/policies/privacy/#infocollect>

Where possible the school actively seeks to improve levels of data security and integrity measures available through the online services, to better protect the personal information of students and parents and carers using the online services. The school actively encourages continued education of its students about cyber safety practices and the use of personal information through the online services. For information about online safety practices please refer to: <http://www.education.vic.gov.au/childhood/parents/health/Pages/saferesources.aspx>

Copyright

- p) *What content or works will the student share in the course of their use of the online service?*
- The student may create work that contains information about them or their family, including:
- art work or photographs
 - video or digital story
 - comments and insights on information
 - school projects and assessment materials

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- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers.

Study Turf provides students with the option to share their posts in a learning space with their mentors (teachers) only as an additional copyright measure.

q) *Who will be able to see the content or work?*

The audience is restricted to users of the Study Turf system. It is further restricted within student profiles so that only the parent or carer of each child has access to their child's information.

r) *Whilst the student owns copyright in the works they produce, who will have rights to reproduce and/or use the works?*

The reproduction of individual student work will only be done via the consent of individual students and their families.

s) *If the school wants to use and reproduce the students' works, what types of work, how and where will it be used or reproduced?*

The reproduction of student work would be used to demonstrate excellence and celebrate the efforts of students with the wider community.

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Consent and Permission

By signing below I:

- confirm that I have read this Student and Family Online and Copyright Consent Form;
- consent to the use, disclosure (including trans-border data flow) and storage of the personal information by the school and the service providers as identified and described above;
- acknowledge that the service providers may collect personal information from the student and Family in the course of their use of the online services;
- understand that the consent for the school's use disclosure and storage of personal information may be withdrawn at any time, but that the withdrawal of this consent may not be possible where that information is contained in content that has been published in open-source environments;
- understand that policies of the school, Department of Education and Early Childhood Development, and the service providers may apply to the student's access and use of online services; and
- give my permission for the use of the student's work created when using the online services as described.

Name of Student	
Student Signature	
Date	___ / ___ / _____
Name of Person providing consent	
Relationship to Student	
Signature of Person providing consent	
Date	___ / ___ / _____
<i>If a student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with Department of Education and Early Childhood policy.</i>	

If you do not give consent for your child to utilise any aspect of the Study Turf Service please complete the sections below. A member of the SCSC Digital Learning team will contact you to discuss Study Turf and other options for your child.

Name of Student	
Name of Parent / Guardian	
Contact Number	
Date	___ / ___ / _____