



Postal Address:
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www.tecomaps.vic.edu.au

Online Services at Tecoma Primary School

February, 2023

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:

- 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 polices and support apply to these services?

The following school policies and documents apply: [Acceptable Use Agreements](#), [Student Engagement Policy](#), [Photography and Filming Policy](#), [Digital Technologies Policy](#). These will be used to inform the school community on acceptable behaviours. Our school policies are available from [the school website](#).

If you wish to request access to your or your child's information, or have any questions, please contact Melanie Rowland or Rohan Thompson at 9754 2354



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Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass	<ul style="list-style-type: none"> * teaching and learning * parent communication and engagement * student administration * school management * assessment and reporting data 	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details Student Reports	Melbourne, Victoria	Administrator Teacher Education Support Staff Parent
Seesaw	<ul style="list-style-type: none"> * teaching and learning * parent communication and engagement 	Teacher Name Teacher email Parent Details Student Name Student Class Student's Teacher Student work Student Photo Student Video Student Audio	Overseas	Administrator Student Teacher Parent
QKR	<ul style="list-style-type: none"> * school management (online payment system) 	Student Full Name Student Class Parent Details	Overseas	Administrator Parent



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Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Studyladder	Various Subjects	Student First Name (and Initial) Student Year Level Student Work	Australia	Student Teacher
Book Creator	Various subjects	Student First Name (and Initial) Student Class Student Work	Overseas	Teacher (Student access through class code)
G-Suite for Education (DET brokered)	Various subjects *communication and engagement with parents	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work	Overseas	Student Teacher
ACER	Maths and Reading Assessment (PAT)	Student Full Name Student Year Level Student Class Student Assessment Data Student Gender DOB	Multiple Locations	Student Teacher Administrator
Essential Assessment	English & Mathematics	Student Full Name Student Year Level Student Class Student Work Student Assessment Data Student Unique Identifier	Australia	Student Teacher



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Reading Eggs	Literacy	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment Data	Overseas	Student Teacher
FlipGrid	Various Subjects	Student First Name Student Last Name Text, Photos, Videos and audio contributed by students and teachers.	Overseas	Student Teacher
Class Dojo	Student engagement	Student Full Name Student Class	Overseas	Teacher
Prodigy	Mathematics	First name Last name initial Password Grade Parent's email address	Overseas	Teacher Student
Wushka	Literacy	First Name Last Name Teacher Name Class	Australia	Teacher Student
Quizziz	Japanese Various Classroom subjects	Student First Name Assessment Data	United States	Teacher (Student access using class code)



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Blooket	Japanese	First Name Assessment Results	Overseas	None
Gimkit	Japanese	First Name Assessment Results	Overseas	None
Classkick	Japanese	Sign in with Google	Overseas	None
Canva	Canva Various Subjects (Years 5 and 6)	Sign in with Google	Victoria, Australia or Overseas	None or Teacher only