

Dear Parent/Caregiver

Our school uses tools and resources to support student learning, including third party (nondepartmental)

online services hosted and managed outside of the Department of Education network. Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This email and survey instrument is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided. Parents are asked to read the information contained in this email before using details below to login to the Online Services Consent Form (the form) and complete it.

### **About the online services**

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form. Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and works will be used and under what circumstances they may be shared.

### **Student information**

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form. Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

### **Student works**

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' on the form.

### **Parent information**

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' on the form.

### **Purpose of the consent**

Third party online services are used for various purposes. The purpose of use for each service is outlined on the form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios). The form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students. It should be noted that, in some instances, the school may be required or authorised by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

**Voluntary consent provision**

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

**Consent may be limited or withdrawn**

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address. You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests. Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

**Duration of consent**

The consent applies for the period of time specified under the 'About the Consent' section on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter). There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

**Who to contact**

To express a limited consent, withdraw consent or ask questions regarding consent, please contact Burleigh Heads State School, 55686666, [student\\_general\\_information@burheadss.eq.edu.au](mailto:student_general_information@burheadss.eq.edu.au)

Thank you,  
Burleigh Heads State School

# Online Services Consent Form 2022 – Burleigh Heads State School

## Privacy Notice

The Department of Education, through Burleigh Heads State School, is collecting the personal information on this survey in order to obtain consent regarding the use of online services. This information and completed survey will be stored securely. Personal information collected during this survey may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information disclosed, or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear #%FirstName%#

This online services consent form is being completed for #%studentfirstname%# #%studentsurname%#.

The purpose of this form is to inform you about the third party online services used in our school and how student information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

This digital Online Services Consent Form is a record of the consent provided.

**This consent form is to be completed by:**

- **Parent/carer or**
- **Student over 18 years**

## About the consent

### About the Consent

For each online service listed on subsequent pages, please indicate your choice to ***give consent*** or ***not give consent*** for the student information to be disclosed to the online service, in accordance with the approved purpose and time frame as outlined below.

### Student Information

- Student name (first name and/or last name)

- Sex/Gender
- Date of Birth, age, year of birth

**AND** the following school-based information (generally, non-identifying attributes\*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

\*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above, it will be specified as part of the ***additional consent requirements***.

Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, well-being)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

### **Approved Purpose**

To record your consent for the recording, use, disclosure and publication of the information listed above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students, and
  - manage school operations and communicate with parents and students.

### **Time frame**

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrollment and renewed when students move into a new phase of learning (e.g. minimum every four years) however, there may be circumstances where our school issues a new consent form to seek additional consent e.g., in the event that new online services are identified for use.

## Online services for which consent is requested

**Service Name:** Reading Eggs

**URL:** <https://readingeggs.com.au>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:** Reading Eggs is an early childhood online literacy and numeracy education program.

**Terms of use:** <https://readingeggs.com.au/terms>

**Privacy policy:** <https://readingeggs.com.au/privacy/>

I give consent

I do not give consent

**Service Name:** Mathletics

**URL:** <https://login.mathletics.com/>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:**

Mathletics is a web based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students' progress and set activities which are aligned to the Australian Curriculum.

**Terms of use:** <http://www.3plearning.com/terms/>

**Privacy policy:** <http://www.3plearning.com/privacy/>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** ACER Online Assessment and Reporting

**URL:** <https://oars.acer.edu.au>

**Data Hosting:** Onshore (in Australia)

**Purpose of use:**

ACER Online

Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.

NOTE–This assessment is based on the following School Assessments only:

ACER General Ability Tests (AGAT), Abstract Reasoning Test (ART), Assessment of Languages Competence (ALC), Attitudes and Values

Questionnaire (AVQ), Compass, PAT (Maths, Reading, Vocabulary, Grammar and Punctuation, Spelling, Science, Inquiry and Problem

Solving), Social-Emotional Wellbeing Survey (SEW) and School Life Questionnaire (SLQ)

**Terms of use:** <https://oars.acer.edu.au/terms-conditions>

**Privacy policy:** <https://www.acer.org/privacy>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** Microsoft Forms

**URL:** [forms.office.com](https://forms.office.com)

**Data Hosting:** Offshore (outside of Australia) – USA

**Purpose of use:** The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook.

**Terms of use:** <https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx>

**Privacy policy:** <https://privacy.microsoft.com/en-gb/privacystatement>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** ClassDojo

**URL:** <https://www.classdojo.com/>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:** ClassDojo connects teachers with students and parents to build online classroom communities.

Teachers can use this application for classroom tools (e.g., classroom noise monitor, timer, random student selector and group generator, and classroom directions), reward systems, student digital portfolios and to share classroom updates and student work.

**Terms of use:** <https://www.classdojo.com/en-gb/terms/>

**Privacy policy:** <https://www.classdojo.com/en-gb/privacy/>

I give consent

I do not give consent

**Service Name:** Sound Waves Online (Firefly Education Pty Ltd)

**URL:** <http://www.soundwavesonline.com.au/>

**Data Hosting:** Onshore (in Australia)

**Purpose of use:** Online teaching and learning curriculum-aligned resources for primary schools (Prep to Year 6) designed to improve spelling and reading skills using the phonemic-grapheme approach.

**Terms of use:** <http://www.fireflyeducation.com.au/about/terms>

**Privacy policy:** <http://www.fireflyeducation.com.au/about/privacy>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** Code.org

**URL:** <https://code.org>

**Data Hosting:** Offshore (outside of Australia) - USA

**Purpose of use:** Computer science coursework for Prep to Year 12 students.

Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.

**Terms of use:** <https://code.org/tos>

**Privacy policy:** <https://code.org/privacy>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** Sound Scouts

**URL:** <https://www.soundscouts.com/>

**Data Hosting:** Onshore (in Australia)

**Purpose of use:** Sound Scouts is an accessible and digitally delivered mobile hearing test for school aged children which is currently free.

**Privacy policy:** <https://www.soundscouts.com/privacypolicy/>

**If this Online Consent Form is in relation to a Prep student please select I do not give consent as Prep students do not use this online program**

I give consent

I do not give consent

**Service Name:** Seesaw

**URL:** <http://seesaw.me>

**Data Hosting:** Offshore (outside of Australia)

**Purpose of use:** A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers

and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.

**Terms of use:** <https://web.seesaw.me/terms-of-service>

**Privacy policy:** <https://web.seesaw.me/privacy>

**Additional consent is being sought for the following reasons:**

Student works are stored and published

The following additional student personal information is disclosed: First Name

I give consent

I do not give consent

## Consent and agreement

Person giving consent

I am:

parent/carer of #%studentfirstname%# #%studentsurname%#

Full name of consenter

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*By submitting the form, via the 'Finalise' button below, you agree that you:*

- have read the explanatory email and all information within this form.*
- have had the opportunity to ask questions about it and any questions that you have asked have been answered to your satisfaction.*
- consent for the information outlined in this form, and any additional consent requirements listed, to be disclosed to the online services in accordance with the approved purpose and time frame as per your nominated response option.*