



Albany Hills State School

A High Performing Independent Public School

Keong Road, Albany Creek, Qld 4035 (PO Box 378) | (07) 3264 0777
admin@albahillss.eq.edu.au | <https://albahillss.eq.edu.au>

23 August 2021

ONLINE SERVICES WEBSITE CONSENT

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Guardian

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Albany Hills State School wishes to utilise selected third party web based service provider/s to aid students' learning. For your child to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined they are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

Registration may include disclosing the following information about your child:

- Student name (in most instances teachers will use first name and/or first initial of last name only),
- Age,
- Year level group,
- Class Teacher and/or
- Student email

We need your permission for the registration and use of these sites by your child.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks (on the attached information sheet) referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. You are able to update this consent at any time by completing a new form and submitting it to the school office.

If you have any queries around the storage of student's information, please feel free to contact your child's teacher or Mr Wiedman.

Please return the attached **CONSENT FORMS**.

Yours sincerely

Chris Hansen
Principal



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23/08/2021

Introduction to the Online Services Consent Form for Albany Hills State School.

Our school uses tools and resources to support student learning, including third party (non-departmental) 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 letter 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.

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' in Section 5 of the Online Services Consent 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' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent 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 Online Services Consent 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' (Section 2 and 3 of the form) 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 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 return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Steve Wiedman, Deputy Principal**, swied3@eq.edu.au .

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form 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 on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- a) **Full name of student** _____

2. INFORMATION COVERED BY THIS CONSENT FORM

- a) The consent collected by the form covers the following student personal information (identifying attributes):

- 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.

- b) 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 (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

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

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 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,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

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 enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

PLEASE NOTE

Information sheet detailing use of each service and links to Terms of Use and the Privacy Policy for each service is attached to this form.

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consenter: _____

Signature or mark of _____

consenter: _____

Date: _____ / _____ / _____

Signature or mark of student*: _____

Date: _____ / _____ / _____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**
- B) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of _____

witness:

Signature of _____

witness:

Date: _____ / _____ / _____

➔ **Statement by the person taking consent – when it is read**

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: _____ / _____ / _____



Student Name: _____

Date Completed: _____

PROVIDER / SITE	PARENTAL CONSENT (Please circle)	
Learning A-Z	Do give consent	Do not give consent
Mathletics	Do give consent	Do not give consent
Maths Seeds	Do give consent	Do not give consent
Reading Eggs	Do give consent	Do not give consent
Class Dojo	Do give consent	Do not give consent
ACER online testing	Do give consent	Do not give consent
ICAS	Do give consent	Do not give consent
Study Ladder	Do give consent	Do not give consent
Code.org	Do give consent	Do not give consent
Scratch	Do give consent	Do not give consent
Grok Learning	Do give consent	Do not give consent
Prodigy	Do give consent	Do not give consent
Typing.com	Do give consent	Do not give consent
Essential Elements Interactive	Do give consent	Do not give consent
Pobble	Do give consent	Do not give consent
Homework Hound	Do give consent	Do not give consent
Seesaw	Do give consent	Do not give consent
Showbie	Do give consent	Do not give consent
Oliver v.5	Do give consent	Do not give consent
Class Creator	Do give consent	Do not give consent

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Consenter (Parent/Guardian) Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY: Date received:	Date recorded:	Initials:
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Provider / Site	Website URL	Description of Service	Terms of Use	Privacy Policy	File Storage
Learning A-Z	https://www.learninga-z.com/	Learning A-Z is designed to improve knowledge of vocabulary and spelling using engaging games.	https://lazcommunity.force.com/knowledgebase/s/article/Terms-of-Service	https://lazcommunity.force.com/knowledgebase/s/article/Privacy	USA
Mathletics	https://www.mathletics.com/au/	Mathletics supports mathematics learning for students both in the classroom and at home, through interactive activities, games and challenges.	https://www.3plearning.com/terms/	https://www.3plearning.com/privacy/	USA
Maths Seeds	https://mathseeds.com.au/	Mathseeds teaches students aged 3-9 the core maths and problem solving skills needed to be successful at school with fun, highly interactive and rewarding lessons.	https://readingeggs.com.au/terms	https://readingeggs.com.au/privacy	USA
Reading Eggs	https://readingeggs.com.au/	Reading Eggs makes learning to read interesting and engaging for students with online reading games and activities.	https://readingeggs.com.au/terms	https://readingeggs.com.au/privacy	USA
Class Dojo	https://www.classdojo.com/	Class Dojo allows teachers to instantly share photos, videos, and announcements or privately message with any parent.	https://www.classdojo.com/terms/	https://www.classdojo.com/privacy/	USA
ACER online testing	https://www.acer.org/au/oars	ACER online tests may be utilised to regularly evaluate a student's literacy and numeracy level.	https://www.acer.org/online-terms-of-use	https://www.acer.org/privacy	Australia
ICAS	https://www.unswglobal.unsw.edu.au/educational-assessments/	ICAS Assessments are designed to recognise academic excellence; students are assessed on their ability to apply classroom learning to new contexts using higher-order thinking and problem-solving skills.	https://www.unswglobal.unsw.edu.au/hub/educational-assessments/products-and-services-terms-and-conditions/	https://3psjiltluqv16fs6x17z5fca-wpengine.netdna-ssl.com/wp-content/uploads/privacy-policy-2018.pdf	Australia
Study Ladder	www.studyladder.com.au	Studyladder offers a sequential learning program across a range of subjects that includes videos, interactive activities, worksheets and assessments for reporting to teachers and to parents.	https://www.studyladder.com.au/about/terms	https://www.studyladder.com.au/about/privacy	USA
Code.org	www.code.org	Code.org ® is a non-profit website dedicated to expanding access to computer science in schools. Their vision is that every student in every school has the opportunity to learn computer science.	https://code.org/tos	https://code.org/privacy	USA
Scratch	https://scratch.mit.edu/	Scratch can be used by students to code their own interactive stories, animations, and games. In the process, they learn to think creatively, reason systematically, and work collaboratively.	https://scratch.mit.edu/terms_of_use	https://scratch.mit.edu/privacy_policy	USA
Grok Learning	www.groklearning.com	Grok is an online platform to learn and teach programming in the classroom, created by educators for educators.	https://groklearning.com/policies/terms/	https://groklearning.com/policies/privacy/	Australia
Prodigy	https://www.prodigygame.com/	Prodigy is a free, Pokemon-style math game that aims to improve student scores and confidence in Maths strands.	https://www.prodigygame.com/Terms-Conditions/	https://www.prodigygame.com/Privacy-Policy/	Canada
Typing.com	https://www.typing.com/	Typing.com provides dozens of free typing lessons from beginner through to advanced levels.	https://www.typing.com/termservice	https://www.typing.com/privacypolicy	USA
Essential Elements Interactive	https://www.essentialelementsinteractive.com/	Essential Elements Interactive is a set of technology tools for online teaching, learning, assessment, and communication for beginning band and string students, both in the classroom and at home.	https://www.essentialelementsinteractive.com/EEI%20Terms%20of%20Use.pdf	https://www.halleonard.com/privacyPolicy.jsp	USA

Pobble	https://www.pobble365.com/	Pobble is an approach to teaching writing which aims to improve writing in schools. It includes writing examples, writing can be published, feedback shared and includes assessment and moderation tools.	https://policy.medium.com/medium-terms-of-service-9db0094a1e0f	https://policy.medium.com/medium-privacy-policy-f03bf92035c9	USA
Homework Hound	https://www.homeworkhound.com.au/	Homework Hound is a site where children make their way through age-appropriate English and Mathematics problems, which are aligned with the Australian Curriculum.	https://www.homeworkhound.com.au/terms-conditions	https://www.homeworkhound.com.au/privacy-policy	Australia
Seesaw	http://seesaw.me/	Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links.	https://web.seesaw.me/terms-of-service	https://web.seesaw.me/privacy	USA
Showbie	https://www.showbie.com/	Showbie is an app used by teachers to assign, collect, and review student work. Showbie keeps student work organized by classes and assignments.	https://www.showbie.com/terms/	https://www.showbie.com/privacy/	USA
Oliver v.5	https://www.softlinkint.com/product/oliver/	Oliver is the library management software used in our school library.	https://www.softlinkint.com/product/oliver/	https://www.softlinkint.com/data-protection-privacy-policy/	Australia
Class Creator	https://www.classcreator.com.au/	Class Creator is software designed, developed and supported by Australian teachers to create class groups.	https://www.classcreator.io/terms-and-conditions/	https://www.classcreator.com.au/clkn/https/www.classcreator.io/privacy-policy	Australia