Preparing for the future:
Digital Learning at Clifton Springs Primary School

Our school uses online services to support a high quality and innovative learning environment. The following information sheet provides plain language explanations about student participation, privacy compliance and copyright components of digital learning at our school.

What type of online services are used at our school?

Compass and other online learning tools are used at Clifton Springs Primary School to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in a world where being connected, able to communicate and collaborate, and be creative are integral. It is through the use of online tools that staff at Clifton Springs Primary School give students the opportunity to explore learning beyond the walls of the classroom, and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites that they encounter.

Compass is one named service for which students that are enrolled at Clifton Springs Primary School will automatically have an account created for them. Students will at times also use other online services where they will be asked to create an account or their classroom teacher would have generated an account for them. An updated list of these services can be found at
http://www.cliftonspringsps.vic.edu.au/byod.html

What are the benefits of using online services and how do we use them?

As part of the learning program at Clifton Springs, Compass provides a learning portal, used by many Victorian schools, that is accessible by all parents and teachers. It serves as a method of providing assessment, reporting and ongoing learning information of all students. Compass also includes functionality that allows students and teachers to collaborate and share ideas that aim to increase the depth of student learning. Additionally, it will also be used by the school to track student wellbeing in a highly confidential and secure manner, for example attendance, health and safety incident reporting and learning behaviours related to the school values.

The Compass domain will be administered by a number of school staff and interactions and spaces online will also be monitored by the classroom teacher.

What personal information is required to create and use an online account to access the online services?

Only limited personal information is used for most online learning i.e. name and class.

Compass requires a login to be created for families. For this purpose, the school will use the students' Cases21 identification (eg jen002) to create a username and in the future email addresses.

Compass will then use this email provided to generate an account, using the email account as a user name. Parents/carers will then use the account to login to the Compass platform.

More information on our online services here:
http://www.cliftonspringsps.vic.edu.au/digital-learning.html

Some other personal information is utilised by some services for the purpose of monitoring students learning and wellbeing, for example:

- Parents contact details
- Medical alert information

- Timetable information
- Attendance data

All of this information is accessible within the DET Cases21 system and is provided to the school upon enrolment. No other personal information is added to online tools other than the uploading of students' work, feedback and assessment from teachers, and health and safety incident reporting records.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal information in accordance with the appropriate principles such as the 10 Information Privacy Principles. In most cases personal cliformation is stored in servers located in Australia, in limited cases such as Google, servers are located internationally, governed by their own privacy policy that respects data security. The school has monitoring capabilities for Google to ensure appropriate and safe use.

The audience is restricted to users of the Compass 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.

Compliance assessments, appropriate contractual documents and monitoring ensure all data is securely and appropriately handled. For more information or copies of Privacy Impact Assessments please contact the College.

What content and materials (i.e. photos, stories, videos) your child will be able to share through the online services?

Students own the copyright in any work they create if it is their original 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. The student may create a variety of work such as:

- art work or photographs
- video or digital story
- school projects and assessment materials

- podcasts and other streaming outputs
- written work, such as assignments, essays or poetry

Where this work contains identifiable information about themselves or others, the school will guide students on ethical considerations such as respect and consent.

The reproduction of student work is often used to demonstrate excellence and celebrate the efforts of students with the wider community. The school asks students for permission to reproduce and publish student work in this way.

What school polices and support apply to these services?

The Clifton Springs Primary School Digital Learning Community Agreement will be used to inform the school community on acceptable behaviours. Our school policies are available from our school website. 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.

What if I choose to opt-out of online tools for my child?

Please consider the benefit of these online tools as important ways that we can leverage enhanced learning experiences for students, and balance this with the minimal risks which are mitigated by: limiting information to that needed, supporting safe use and data security compliance. We are happy to discuss any concerns you may have - please contact Meg Parker or Ben McCredden at the school on 5251 3581.

To discuss the use of online tools please contact the school to help us understand any parental concerns related to your child's learning opportunities using online tools.

*Please sign this permission form and return it to **SCHOOL AS SOON AS POSSIBLE**. You will then be provided with login information and a 'How To' Handbook. Please keep your login details secure so only you will be able to view your own child/ren information.*

I give consent for the school to provide me with an account for Compass to allow me to view attendance, reports, learning tasks and other important school-based information.

Student Name and class: _____

Student Name and class: _____

Student Name and class: _____

Student Name and class: _____

Parent's signature: _____

Parent's printed name: _____   Date: _____