



ONLINE SERVICES CONSENT FORM

Introduction to the Online Services Consent Form for Springfield Central 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 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.

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

Please return the form to the front office.

If you have any queries regarding withdraw consent or ask questions regarding consent, please contact mailto:SCSS_HOC@springfieldcentralss.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*

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:
 - o administer and plan for the provision of appropriate education, training and support services to students,
 - o 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,). 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

Service name:	Mathletics	Data hosting:	Offshore
Url:	http://au.mathletics.com		
Purpose of use:	3P Learning Mathletics is a web-based service that encourages independent learning and the development of math awareness. It also provides features like rewards and certificates to keep students motivated through a wide range games		
Terms of use:	http://www.3plearning.com/terms/		
Privacy policy:	http://www.3plearning.com/privacy/		
Phase of Learning:	P-3, 4-6		

Service name:	Readiwriter	Data hosting:	Onshore
Url:	https://www.3plearning.com/software/readiwriter/		
Purpose of use:	3P Learning Readiwriter is a web-based spelling program that delivers a rich understanding of spelling in an engaging way. It also provides features like rewards and certificates to keep students motivated through a wide range games.		
Terms of use:	http://www.3plearning.com/terms/		
Privacy policy:	http://www.3plearning.com/privacy/		
Phase of Learning:	P-3, 4-6		

Service name:	SoundWaves	Data hosting:	Onshore
Url:	https://online.fireflyeducation.com.au/welcome/soundwaves		
Purpose of use:	Sound Waves Online provides digital resources for students to support the Sound Waves program, including interactive spelling games.		
Terms of use:	http://www.3plearning.com/terms/		
Privacy policy:	http://www.3plearning.com/privacy/		
Phase of Learning:	P-3, 4-6		

Service name:	Bug Club	Data hosting:	Onshore
Url:	https://www.bugclub.com.au		
Purpose of use:	Bug Club combines online literacy teaching resources with personalised learning activities for Prep and Year 1 students.		
Terms of use:	http://www.pearson.com.au/terms-of-use/		
Privacy policy:	http://www.pearson.com.au/privacy-policy/		
Phase of Learning:	P-3		

Service name:	Wushka	Data hosting:	Onshore
Url:	http://wushka.com.au		
Purpose of use:	Wushka is a levelled reading program that encourages students to engage with fiction and non-fiction texts on interactive devices.		
Terms of use:	http://wushka.com.au/school-terms-and-conditions/		
Privacy policy:	http://wushka.com.au/school-terms-and-conditions/		
Phase of Learning:	P-3, 4-6		

Service name:	ACER Online Assessment and reporting (OAR)	Data hosting:	Onshore
Url:	https://oars.acer.edu.au		
Purpose of use:	ACER provides an online alternative to paper tests and surveys.		
Terms of use:	https://oars.acer.edu.au/terms-conditions		
Privacy policy:	https://www.acer.org/privacy		
Phase of Learning:	P-3, 4-6		

Service name:	Literacy Planet – Word Mania	Data hosting:	Onshore
Url:	http://www.literacyplanet.com		
Purpose of use:	Literacy Planet allow students to learn and play interactive games to improve in English literacy and be part of the Word Mania competition		
Terms of use:	http://www.literacyplanet.com/terms_of_use		
Privacy policy:	http://www.literacyplanet.com/privacy_policy		
Phase of Learning:	P-3, 4-6		

Service name:	Typing Tournament	Data hosting:	Onshore
Url:	https://www.typingtournament.com		
Purpose of use:	Typing tournament teaches students how to touch-type and allows teachers to track their students' progress.		
Terms of use:	https://www.typingtournament.com/terms-of-use		
Privacy policy:	https://www.typingtournament.com/privacy-policy		
Phase of Learning:	P-3, 4-6		

Service name:	Ozobots and Ozoblocky	Data hosting:	Offshore
Url:	http://ozoblockly.com http://ozobot.com		
Purpose of use:	These sites provide access to the Ozobot (hardware robotic kit) product and the supporting OzoBlockly (software programming tool) product.		
Terms of use:	http://ozobot.com/terms-of-use		
Privacy policy:	http://ozobot.com/privacy		
Phase of Learning:	P-3, 4-6		

Service name:	Scratch	Data hosting:	Offshore
Url:	https://scratch.mit.edu/		
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations		
Terms of use:	https://scratch.mit.edu/terms_of_use		
Privacy policy:	https://scratch.mit.edu/privacy_policy		
Phase of Learning:	P-3, 4-6		

Service name:	Tynker	Data hosting:	Offshore
Url:	https://www.tynker.com/		
Purpose of use:	Tynker is a block-based visual programming platform and community for teaching students to build games and programs through self-paced online courses. Students learn to create games and apps, design Minecraft mods, control robots or drones and learn programming languages		
Terms of use:	https://www.tynker.com/terms		
Privacy policy:	https://www.tynker.com/privacy		
Phase of Learning:	P-3, 4-6		

Service name:	Lego Mindstorm EV3	Data hosting:	Offshore
Url:	http://www.lego.com/en-us/mindstorms		
Purpose of use:	Mixing LEGO elements, motors, sensors and the intelligent P-Brick with apps and programming software to create projects/inventions		
Terms of use:	http://www.lego.com/en-us/legal/legal-notice/privacy-policy-full		
Privacy policy:	http://www.lego.com/en-us/legal/legal-notice		
Phase of Learning:	P-3, 4-6		

Service name:	Sphero	Data hosting:	Offshore
Url:	http://edu.sphero.com/		
Purpose of use:	Sphero Edu offers an educationalhub that provides classroom STEM kits, robots, coding and activities that enable students to develop programming skills		
Terms of use:	http://www.sphero.com/terms		
Privacy policy:	http://www.sphero.com/privacy		
Phase of Learning:	P-3, 4-6		

Service name:	Littlebits	Data hosting:	Offshore
Url:	http://littlebits.cc/		
Purpose of use:	littleBits are easy-to-use electronic building blocks that snap together with magnets in order to learn about circuitry and electronics. The platform is used to program the littleBits hardware		
Terms of use:	http://littlebits.cc/terms-of-use		
Privacy policy:	http://littlebits.cc/privacy-policy		
Phase of Learning:	P-3, 4-6		

Service name:	Swift Playground (Apple Coding)	Data hosting:	Offshore
Url:	http://www.apple.com/swift/playgrounds/		
Purpose of use:	The purpose of this website is to enable users to learn programming concepts via visual presentation.		
Terms of use:	http://www.apple.com/legal/internet-services/terms/site.html		
Privacy policy:	http://www.apple.com/privacy/privacy-policy/		
Phase of Learning:	P-3, 4-6		

Service name:	Microsoft Forms	Data hosting:	Offshore
Url:	forms.office.com		
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		
Terms of use:	https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx		
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement		
Phase of Learning:	P-3, 4-6		

Service name:	Spike Prime Software	Data hosting:	Offshore
Url:	https://education.lego.com/en-au/		
Purpose of use:	SPIKE Essential engages students in hands-on investigation of STEAM concepts. SPIKE Essential consists of a main classroom brick set with a wide variety of LEGO® elements and intelligent hardware, along with the intuitive SPIKE™ App.		
Terms of use:	https://education.lego.com/en-au/support/legal-notice		
Privacy policy:	https://education.lego.com/en-au/support/privacy-policy		
Phase of Learning:	P-3, 4-6		

Service name:	ClassDojo	Data hosting:	Offshore
Url:	https://www.classdojo.com/		
Purpose of use:	Positive Classroom behaviour recognition. For internal school use only.		
Terms of use:	https://www.classdojo.com/terms/		
Privacy policy:	https://www.classdojo.com/privacy/		
Phase of Learning:	P-3, 4-6		

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 consentor: _____

Signature or mark of consentor: _____

Date: ____/____/____

I give consent

I do not give consent

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

→ WITNESS - where the explanatory letter and the form were read

I have witnessed 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: ____/____/____

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student’s information, please feel free to contact SCSS_HOC@springfieldcentralss.eq.edu.au

Mrs Angela Gooley
PRINCIPAL