

Third Party Software Permission

Dear Parent/Guardian,

At MCSS we aim to use Internet based applications to expand the depth and scope of teaching and learning for all students and teachers. As part of this initiative, we are seeking your permission to use student information with third party Internet based providers.

The Internet based service providers our school wishes to register with are listed on the following pages. Registering with these providers requires that some personal information about a student in your care is divulged. This may include: Student Name, Student Code, Year group and student email address. To ensure that we comply with the Commonwealth Privacy Act (1988) and the ACT Information Privacy Act (2014), we need your permission for the use of these sites. It's important that you understand the reasons that these websites collect this information, what will be done with it and who else may have access to it. For each of the websites that the school intends to use, we have included a link to the 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.

The use of Internet based learning resources and cloud-based storage has risen steadily over the last decade and these are increasingly being used by teachers across education to improve student learning outcomes. Teachers make decisions about the best technology to meet the needs of their students. Sometimes it is beneficial for the student to utilise services provided by third party web-based providers. Types of services provided by these service providers include online content creation, collaborative tools, online educational games and various administrative programs for tracking student assessment data.

The Education and Training Directorate has also released a new Communities Online Policy (<https://index.det.act.gov.au/information/pdf/Communities-Online-Guidelines.pdf>). This document provides further information on the use of technology resources in schools in the present climate of new and improved digital accessibility.

The MCSS community is committed to providing a technology-rich environment for our students as we believe the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum. To ensure your child has continued access to resources provided through the school network, your support in signing and completing the attached document (coloured final page) ASAP is greatly appreciated.

Yours sincerely

Kerrie Heath – Principal

Third Party Software Permission

WHOLE SCHOOL and ADMINISTRATION SOFTWARE

Name of Provider: ManageBac

Type of Service: Assessment and Reporting software used by the whole school to enable staff to enter details of assessment, collate data and produce reports for students.

Website: <http://managebac.com/>

Terms & Conditions Link: <http://managebac.com/terms>

Name of Provider: ACER

Type of Service: Testing software produced by the Australian Council for Educational Research, this allows students to do online testing and keep the data maintained to facilitate longitudinal comparisons, this will then inform decisions in relation to individuals' educational needs.

Website: <http://www.acer.edu.au/>

Terms & Conditions Link: <http://www.acer.edu.au/about/acer-privacy-policy>

Name of Provider: Timetabler

Type of Service: Timetabler is software used by the school administration for student elective selection, to develop the timetable and to manage staffing.

Website: <http://www.timetabling.com.au/>

Terms & Conditions Link: <http://www.timetabling.com.au/products/thetimetabler/licenceagreement.aspx>
<http://www.timetabling.com.au/privacy.aspx>

Name of Provider: Web Preferences

Type of Service: Webpreferences is software used by the school administration for student elective selection

Website: <https://www.webpreferences.com.au>

Terms & Conditions Link: <http://www.timetabling.com.au/products/thetimetabler/licenceagreement.aspx>
<http://www.timetabling.com.au/privacy.aspx>

Name of Provider: SOBS

Type of Service: An online booking and communication program. This offers a range of useful applications such as resource booking for staff, school calendar, school notices, parent / teacher bookings and subject selection.

Website: <http://www.sobs.com.au>

Terms & Conditions Link:

CONTENT MANAGEMENT SOFTWARE

Name of Provider: Google Apps (GAFE)

Type of Service: GAFE is Google Apps for Education. Google is the host for a suite of applications available to educational institutions for use in school communities. The applications that are provided as core are email, calendar, documents (docs), slides, spread sheets, and forms. A range of other applications (apps) are available to load onto the user's account. It allows staff and students to create, share and collaborate in an online space where the school can monitor usage (as we do with our current network).

Website: <http://www.google.com.au/intx/en/enterprise/apps/education/>

Terms & Conditions Link: <http://www.google.com.au/intl/en/policies/>

Name of Provider: Schoology

Type of Service: Schoology is an online learning, classroom management, and social networking platform that allows learning through shared communication, collaboration, and increased access to curriculum and supplementary content.

Website: <https://www.schoology.com>

Terms & Conditions Link: <https://www.schoology.com/privacy.php>

Name of Provider: Survey Monkey

Type of Service: Allows staff to create and produce polls, surveys, questionnaires for use in class as a formative assessment tool, for student elective selections and / or gain feedback from students.

Website: <https://www.surveymonkey.com/>

Terms & Conditions Link: <https://www.surveymonkey.com/mp/policy/>

SUBJECT SPECIFIC SOFTWARE

Name of Provider: Study Ladder

Type of Service: A web based program built by teachers to help students have fun while learning. Students and staff register to access maths, science, literacy, NAPLAN (and more) fun and interactive lessons and resources.

Website: <https://www.studyladder.com.au/>

Terms & Conditions Link: <https://www.studyladder.com.au/about/terms>

Name of Provider: ACT Road Ready Test

Type of Service: Important for all students who think they are ready to take the final, actual test!

Website: <http://www.roadready.act.gov.au/c/roadready?a=da&did=1001321>

Terms & Conditions Link: <http://www.roadready.act.gov.au/c/roadready?a=sp&pid=1362178755>

Name of Provider: Microsoft 365

Type of Service: Registration for this service is principally designed to allow all MCSS staff and students to access the Office 2013 software suite for free.

Website: <https://login.microsoftonline.com/>

Terms & Conditions Link: <http://www.microsoft.com/privacystatement/en-us/core/default.aspx>

Name of Provider: Aust. Govt. Dept. of Industry - VET Skills Identifier

Type of Service: The Unique Student Identifier (USI) will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

Website: <http://www.usi.gov.au/Pages/default.aspx#>

Terms & Conditions Link: <http://www.usi.gov.au/Pages/privacy-policy.aspx>

Name of Provider: Student Pathways – Career and Transitions Record

Type of Service: The ACT Education and Training Directorate has developed a Careers and Transitions (CaT) website known as *Pathways* to support young people to reach their potential by engaging in planning for their future and providing them with a variety of useful career development activities to develop their future pathway.

Website: <https://pathways.act.edu.au>

Terms & Conditions: <https://pathways.act.edu.au/privacy-statement>

Contact Details: Transitions and Careers, ACT Education and Training on 6205 7044 or careers@act.gov.au

Name of Provider: Mathletics

Type of Service: Mathletics is an interactive Mathematics based website that is designed to engage students with targeted activities that are automatically diagnose and assessed.

Website: <http://www.mathletics.com.au/>

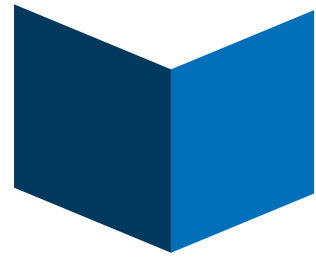
Terms & Conditions: <http://www.3plearning.com/privacy-policy/>

Name of Provider: Click View

Type of Service: ClickView Online is a cloud-based video content system which provides participating schools with rich curriculum-relevant video content. Students and teachers who are subscribed under our ETD ClickView Online service can access the platform from our Digital Backpack, available anywhere from any internet device using the same SchoolsNET username and password.

Website: <https://backpack.ed.act.edu.au>

Terms & Conditions: <https://backpack.ed.act.edu.au>



Google Apps for Education

Student Privacy Information

Google Apps for Education provides students with access to twenty-first century learning tools to support their education, including student email. Google Apps for Education will also provide email services to students. This document provides information on the data collected during a student's use of Google Apps and Google's commitment to managing that data.

What data is collected?

Use of Google Apps will mean that student personal information and data will be collected by Google for the purposes of providing the Google Apps services to students. This personal information will include the student's given name, surname, student ID number and all personal information that is contained in a Google Apps service; such as information or data contained in a student's calendar or email (including text, images, photographs, sound and multimedia).

How is the data used?

Google stores and processes personal information solely for the purposes of providing the Google Apps service.

Google scans Gmail to keep its customers secure and to improve their product experience. In Gmail for Google Apps, this includes virus and spam protection, spell check, relevant search results and features like Priority Inbox and auto-detection of calendar events. Scanning to provide product features is done on all incoming emails and is 100% automated.

Google Apps services do not collect or use student personal information and data for advertising purposes or to create advertising profiles.

As part of providing its services, Google may also collect device information, log and location information as detailed in Google's Privacy Policy.



Google will only disclose this data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.

Is the data secure?

Google is committed to protecting the privacy and security of all of their users, including students. Google has strong security systems in place to keep personal information secure, including an encrypted HTTPS connection.

Google's physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Google personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

When is the data deleted?

Unless required by law, Google will delete Customer-Deleted Data from its systems within 180 days of the ACT Education and Training Directorate deleting a student's account.

Where is the data?

Google holds user data in its data centres that are located around the world.

Google Privacy Information

Google's approach to privacy, security and transparency with Google Apps for Education is available at <http://www.google.com/edu/privacy>

Further Information:

http://www.google.com/apps/intl/en/terms/education_terms.html

https://www.google.com/intx/en/enterprise/apps/terms/dpa_terms.html

<http://www.google.com/policies/privacy/>

ETD Privacy Information

<http://www.det.act.gov.au/functions/privacy>



<https://www.education.act.gov.au>



Microsoft Office 365

Student Privacy Information

Microsoft Office 365 (O365) provides students with access to twenty-first century learning tools to support their education. This document provides information on the data collected during students' use of O365 and Microsoft's commitment to managing that data.

What data is collected?

Users control the information that is transferred to, and stored by, Microsoft in O365. This may include text, images, photographs, sound and multimedia.

In addition, in the course of using the O365 service and in order to deliver the service, Microsoft's systems will generate some information such as logs about user access to the O365 services.

How is the data used?

Microsoft does not use this collected information to track users' online activities or build profiles for behavior analysis or other commercial purposes.

Microsoft does not use, access or collect this data for any other reason other than to provide the Office 365 services to users - in particular, Microsoft will not use or disclose user data for advertising purposes.

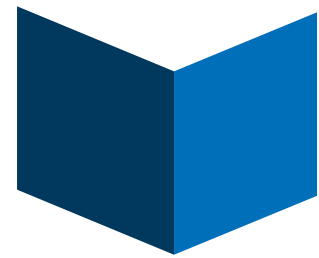
The ACT Education and Training Directorate has ensured through its contract with Microsoft governing the delivery of O365, that there are a number of express commitments relating to user data. These include:

- Ownership of user data rests at all times with users, and not Microsoft.
- Microsoft will meet stringent international standards that are generally acknowledged as the benchmark for providers of Online Services

Is the data secure?

Physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Microsoft personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

Microsoft use subcontractors to perform a variety of support services for O365. Examples of these include, physical hardware maintenance, technical support and facilities services (e.g. security guards at data centre locations).



Microsoft will only disclose data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.

The O365 service incorporates a large number of privacy controls. Privacy controls are enabled by default for all customers of O365.

When is the data deleted?

Microsoft will remove all user and associated data from its systems when the ACT Education and Training Directorate removes a user account from the system.

Where is the data?

For the O365 service, user data is stored predominantly in data centres situated in Hong Kong and Singapore.

Microsoft Office 365 Privacy Information

Microsoft's approach to privacy, security and transparency with O365 is accessible at <http://www.trustoffice365.com>

Further Information: <http://www.microsoft.com/en-us/twc> <http://www.microsoft.com/contracts>
<http://www.microsoft.com/online/legal/v2/?docid=43>

ETD Privacy Information

<http://www.education.act.gov.au/functions/privacy>



<https://www.education.act.gov.au>