

Dear parent or guardian

Melba Copland Secondary School is committed to providing a technology rich environment for our students as our community believes the use of ICT is fundamental in assisting teaching and learning in all areas of the school curriculum. The use of web-based learning resources and storage has risen steadily over the last decade and are increasingly being used by teachers across the ACT to improve student learning outcomes.

Teachers make decisions designed to assist students in their learning. Sometimes it is beneficial for the student to utilise services provided by third party web-based providers. Types of services provided might include online content creation, collaborative tools, online educational games and various administrative programs for tracking student assessment data.

As our school wishes to register with a web based service provider that requires some personal information about a student in your care, I am obliged under the *Information Privacy Act 2014* to advise you of the reasons for collecting the information, what will be done with it, the consequence of not collecting it, and who else may have access to it.

If you fill in this form, the ACT Education Directorate and Melba Copland Secondary School will use the information provided to observe your wishes in respect of enabling your child's access to **Adobe Creative Cloud**. Adobe applications have been identified as being a useful component in the teaching programs in many classes at Melba Copland Secondary School. To assist you in deciding whether to give consent, the site identified below/overleaf includes the description of the type of service provided, together with the website address and a link to the provider's Privacy Policy and Terms and Conditions of use. You are not required to consent – this is a matter entirely at your discretion.

If you do not consent to supply us with this information your child will not use these services.

We will not use or disclose this information for another purpose without your consent, unless you reasonably expect us to use or disclose the information for a related purpose. The Directorate has a [privacy policy](#) that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website on the [Publications and Policies page](#).

Please indicate your consent/non-consent for each of the services listed by ticking the appropriate option, signing this form and returning it to the school to record on your student's file. If you have any further questions about the implications of signing this permission slip or you would like to seek further clarification around the use of these services, please do not hesitate to contact me.

Jennifer Howard
Principal
Melba Copland Secondary School

Provider Details and Information	
Name of Provider	Adobe Creative Cloud
Type of Service	Adobe Creative Cloud is a collection of 19 desktop apps and services for photography, design, video and more.
Website	https://www.adobe.com/au/creativecloud.html
Student information provided	<ul style="list-style-type: none"> > Name > Email address (SchoolsNET ID)
How will this information be used?	This information will be used to create an individual account for your student to use in school labs
To whom will this information be disclosed?	To the vendor's Administrator Console in order to create and manage the account
How will the service be used?	For multimedia, design, STEM.
Terms & Conditions of service	https://www.adobe.com/au/legal/licenses-terms.html
Privacy Policy	https://www.adobe.com/au/privacy/policy.html

Consent Provisions	
<input type="checkbox"/> Consent	<input type="checkbox"/> Do Not Consent

Student's Name: _____

Student's School ID: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Please return this form once completed.
