MORLEY PRIMARY

INDEPENDENT PUBLIC SCHOOL

# Morley Primary School

## K-6

## Parent Permission and Third Party Services

| Student name | Room | Date |
|---|---|---|
| | | |

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www.morleyps.wa.edu.au

BE FAIR · BE SAFE · BE KIND · BE A LEARNER

# 1. Online Services Account

Dear parents and carers,

Our school provides access to Department of Education online services. These enhance the learning opportunities available to students and the range of teaching tools available for teachers to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services. The Department's online services currently provide students with access to:
• individual email and calendar accounts
• the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school
• online teaching and learning services such as Connect and digital resources
• online file storage and sharing services
• these online services at locations other than school

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au)

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

# 2. Acceptable Use Agreement

The following rules set out the expectations and code of conduct for all students using an online services account and obtaining access to computers and the related internet services at school.

If you use the online services of the Department of Education you must agree to the following rules:

- Use the school computer only with the permission of a teacher.
- Follow all instructions from teachers when using school computers.
- Keep passwords safe and private.
- Only use my own online services account.
- I am responsible for anything that happens when my online services account is used.
- Notify my teacher if I think someone is using my online services account.
- The Department of Education may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- Use material and information from Internet sites or other sources only if I have permission to do so and I acknowledge the source of information.
- If I see any information or images on the computer that makes me feel uncomfortable, I will tell my teacher straight away.
- Do not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- I may be held legally liable for offences committed using online services.

If you agree to abide by the acceptable use agreement for school students, you must complete and sign section 2 of the agreement on the back page.

I understand that if I am given an online service account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy.

# 3. Student Mobile Phones in Public Schools

**Policy**
The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

Morley Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones at permitted at Morley Primary School.

**Conditions of Use**
The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and break times.

Mobiles phones brought to school by students, must be switched off and taken to the administration office before the school day begins. They should be signed in each day via the register at administration, where they will be in safe keeping. Students will then need to report to the office and sign their phone out at the end of the day.

**Exemptions**
Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day; unless the student has been granted an exemption, to monitor a health condition as part of a school approved documented health care plan. Exemptions can only be approved by the Principal.

**Breaches of this policy**
Breaches of this policy will be managed in line with the Morley Primary School Mobile Phone Policy.

# 4. Media Consent

Children's images and/or their work may be published to recognise excellence or effort. They may appear in electronic newsletters attached to the school website, or in film or video. Their first names and year level may be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

# 5. Third Party Services

Morley Primary School uses a number of applications and online platforms to support student learning. Some of these resources are provided by the Department of Education and some come from Third Party Services. The purpose of these applications are to assist in the implementation of the curriculum, and to support student achievement and progress.

These providers may store personal information, including name, date of birth and records of student achievement. Many services use student achievement data to individualise feedback and to differentiate student learning.

A Third Party risk assessment has been undertaken by the Department for each application and a catalogue is available to all schools. Those applications deemed to pose a high risk will not be used.

The following third party services are being used in our school, and some require individual consent for each service. Please read the following attachment and indicate your consent where appropriate. Please contact the school should you have any questions.

morleyps@education.wa.edu.au

# Requesting consent for Third Party Services

The following services will be used at Morley Primary School. Some services require parents to be notified of their use and others require explicit consent.

| **Name** | **Category** | **Information provided**: | **Terms of Use / Privacy Policy** |
|---|---|---|---|
| Apple<br>https://www.apple.com/au | Teaching and Learning | Staff/teacher: name, email<br>Student: name, email, work/content, photos or videos, grades or performance data.<br>Other data: school, class details, school year, student username<br>**How the information is used:**<br>Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID.<br>**Where the information is stored:**<br>Outside Australia | https://www.apple.com/au/privacy/<br><br>https://school.apple.com/ |

| **Name** | **Category** | **Information provided**: | **Terms of Use / Privacy Policy** |
|---|---|---|---|
| CARS & STARS Online Diagnostic<br>https://www.hbe.com.au/series-cars-and-stars/about.html | Literacy<br>Teaching and Learning | Student name, student email, address, phone number, school, class details, school year, profile or other photos, gender, geolocation/GPS and grades or performance.<br>**How the information is used:**<br>This is an online reading comprehension program.<br>**Where the information is stored:**<br>Within Australia | https://www.hb-digital.com.au/terms-conditions<br><br>https://www.hb-digital.com.au/privacy-policy |

| **Name** | **Category** | **Information provided**: | **Terms of Use / Privacy Policy** |
|---|---|---|---|
| CARS & STARS Online Reporting Tool<br>https://www.hbe.com.au/series-cars-and-stars/online-reporting-tool.html<br><br>https://www.hbe.com.au/series-cars-and stars/about.html | Literacy<br>Teaching and Learning | Student name, student email, address, phone number, school, class details, school year, profile or other photos, gender, geolocation/GPS and grades or performance.<br>**How the information is used:**<br>To gather data through a research-proven diagnostic tool and based on the results implement the recommended instructional reading comprehension program.<br>**Where the information is stored:**<br>Within Australia | https://www.hb-digital.com.au/terms-conditions<br><br>https://www.hb-digital.com.au/privacy-policy |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| PAT (ACER)<br>https://www.acer.org/au/pat | Assessment and Testing | Staff/teacher: name, email,<br>Student: name, date of birth, work/content, gender, grades or performance data, other data<br>Parent: name, contact information<br>**How the information is used:**<br>Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas.<br>**Where the information is stored:**<br>Within Australia | https://www.acer.org/privacy<br>https://www.acer.org/online-terms-of-use |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| Code.org<br>https://code.org/ | Teaching and Learning | Staff/teacher: name, email<br>Student: name, email, work/content, photos or videos, gender, other<br>Other data: school, class details, school year, student username<br>**How the information is used:**<br>Coding, Scripting, Programming; Online learning, Online courses.<br>**Where the information is stored:**<br>Outside Australia | https://code.org/tos |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| Mathletics<br>https://www.mathletics.com/au/ | Mathematics<br>Teaching and learning | Student name, school, student email, student password, class details, student work and student performance.<br>**How the information is used:**<br>Provides students with access to online maths learning tool and online maths competitions.<br>**Where the information is stored:**<br>Within Australia | http://www.3plearning.com/privacy/<br>https://www.3plearning.com/terms/ |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| Seesaw<br>https://web.seesaw.me | Class communication<br>Teaching and Learning | Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.<br>**How the information is used:**<br>This service is a digital portfolio and communication platform.<br>**Where the information is stored:**<br>Outside Australia | https://web.seesaw.me/privacy-policy<br><br>https://web.seesaw.me/terms-of-service |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| Class Dojo<br>https://www.classdojo.com/ | Teaching and Learning<br>School and class communication | Staff/teacher: name, email<br>Student: name, email, work/content, behaviour, photos or videos<br>Parent: name, contact information<br>**How the information is used:**<br>School communication platform that includes student portfolios and behavioural management.<br>**Where the information is stored:**<br>Outside Australia | https://www.classdojo.com/privacycenter/<br><br>https://www.classdojo.com/terms/ |

| Name | Category | Information provided: | Terms of Use / Privacy Policy |
|---|---|---|---|
| Zones of Regulation: Exploring Emotions App<br>https://www.zonesofregulation.com/index.html | References & Resources | Student: name, work/content and photos or videos<br>**How the information is used:**<br>Application to foster self-regulation and emotion control.<br>**Where the information is stored:**<br>Within Australia | http://www.selosoft.com/privacypolicy.html<br><br>**Bundled Consent Status**<br>Apple, Cars and Stars Online Diagnostic, Cars and Stars Online Reporting, Class Dojo, PAT (ACER), Code. Org, Mathletics, Seesaw, Zones of Regulation.<br><br>☐ Consent<br><br>☐ Do not Consent |

| Name | Category | Information provided: | Terms of Use / Privacy Policy | Consent Status |
|---|---|---|---|---|
| Midland Photographers<br><br>http://midlandphotos.com.au | School Photography | School name, student name, phone number, class details, school year, profile or other photos and gender.<br>Additional information will be entered by the parent, at his/her discretion, to the school photographers' website when ordering photos.<br>**How the information is used:**<br>To provide class and individual student photographs for purchase by parents.<br>**Where the information is stored:**<br>Within Australia | User Agreement, inclusive of the Privacy Policy, is available on the vendor's website and will open in a window. | ☐ Consent<br><br>☐ Do not Consent |

| Name | Category | Information provided: | Terms of Use / Privacy Policy | Consent Status |
|---|---|---|---|---|
| Studyladder<br>https://www.studyladder.com.au/ | Teaching and Learning | Staff/teacher: name, email and other data<br>Student: name, gender and grades or performance data<br>Parent: name and contact information<br>**How the information is used:**<br>Online educational activities.<br>**Where the information is stored:**<br>Outside Australia | https://www.studyladder.com.au/about/privacy<br><br>https://www.studyladder.com.au/about/terms | ☐ Consent<br><br>☐ Do not Consent |

# Parent/Guardian Consent Form

Student name: _____ Room:_____

## 1. Permission for an Online Services Account

☐ I have read the Parent Permission and Third Party Services Document

☐ I give permission for my child to have an online services account
☐ I ***do not*** give permission for my child to have an online services account

## 2. Acceptable Use Agreement

☐ My child and I have read the Acceptable Use Agreement and the rules regarding the proper use of an online services account

Student name: _____ Student initial: _____ ☐ I agree to abide by the conditions of use

## 3. Student Mobile Phones in Public Schools

☐ My child and I have read the Student Mobile Phones in Public Schools document

☐ I agree to abide by the conditions of use

## 4. Media Consent

☐ I have read the information provided about media consent

☐ Yes, I give consent for my child to have their image and/or work published as described above

☐ No, I do not give consent

## 5. Third Party Services

☐ I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

Parent name: _____

Signature: _____ Date: _____