



Department of  
**Education**

**STUDENTS ONLINE IN PUBLIC SCHOOLS POLICY**

**STUDENTS ONLINE IN PUBLIC SCHOOLS PROCEDURES**

This PDF contains the following documents:

**Document 1:**

*Students Online in Public Schools Policy v3.0*

Effective: 19 March 2019

**Document 2:**

*Students Online in Public Schools Procedures v3.1*

Effective: 19 March 2019

Last update: 10 April 2019



Department of  
**Education**

## STUDENTS ONLINE IN PUBLIC SCHOOLS POLICY

EFFECTIVE: 19 MARCH 2019

VERSION: 3.0

## 1 POLICY STATEMENT

The Department of Education (the Department) provides online services to students in public schools only for learning-related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities.

## 2 POLICY RULES

Site Managers must:

- communicate the requirements of this policy and procedures to any staff involved with the provision of online services for learning-related activities;
- only grant access to Department online services after receiving an *Acceptable Use Agreement* signed by the student and/or parent (for students under 18 years of age) or by the student (18 years and older);
- issue and maintain student passwords in accordance with the *Information Communication Technologies Security* policy;
- confirm students have received education about the risks and their responsibilities accessing the Department's online services and associated online activities;
- provide appropriate supervision for students using online services for learning-related activities on school sites;
- take appropriate action in accordance with the [Student Behaviour in Public Schools Policy and Procedures](#) where there is a breach of acceptable use; and
- apply the requirements of this policy and procedures when using Third Party Service Providers.

## 3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Principals and College Managers are responsible for implementing the policy.

Line Managers are responsible for compliance monitoring.

## 4 SCOPE

This policy applies to Site Managers.

## 5 SUPPORTING PROCEDURES

*Students Online in Public Schools Procedures*

## 6 DEFINITIONS

### **DEPARTMENT-PROVIDED ONLINE SERVICES**

Department services including, but not limited to, email, calendar, instant messaging, web conferencing, discussion groups, online file sharing and storage, learning management systems, internet access and web browsing that may be accessed using the computer networks and services of the Department.

## **INAPPROPRIATE CONTENT**

Content that is considered unsuitable or harmful to students. It includes material that is pornographic, racist, sexist, inflammatory, threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities or violence.

## **LEARNING –RELATED ACTIVITIES**

School activities that are part of the planned class and/or whole school education of a child.

## **PARENT**

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

## **SITE MANAGERS**

Officers, including Principals, Line Managers and Residential College Managers, who have responsibility for overall management of any Department site.

## **TEACHING STAFF/RESIDENTIAL COLLEGE AND CAMP SCHOOL STAFF**

Persons appointed by the Director General pursuant to section 235 of the School Education Act 1999 and consisting of the following classes:

- School administrators (principals and those as listed in regulation 127 of the School Education Regulations 2000);
- Teachers other than school administrators;
- Any other class as prescribed in regulation 127A of the School Education Regulations 2000.
- Education assistants' (government) general agreement 2016
- Public Service and Government Officers General Agreement 2014

## **THIRD PARTY SERVICE PROVIDERS OF ONLINE APPLICATIONS**

Third Party Service Providers of online applications are any organisations, consultants, or independent contractors who render an online service or product to the Department/ Schools.

## **7 RELATED DOCUMENTS**

### **Relevant legislation or authority**

*Censorship Act 1996 (WA)*

*Copyright Act 1968*

*Criminal Code Act Compilation Act 1913 (WA)*

*Cybercrime Act 2001(Cth)*

*Equal Opportunity Act 1984 (WA)*

*Freedom of Information Act 1992 (WA)*

*Privacy Act 1988 (Cth)*

*School Education Act 1999 (WA)*

*School Education Regulations 2000 (WA)*

Sex Discrimination Act 1984 (Cth)**Related Department policies**Child Protection in Department of Education SitesDuty of Care for Public School StudentsEmergency and Critical Incident ManagementInformation and Communication Technologies Security Policy and ProceduresIntellectual Property PolicyRisk and Business Continuity ManagementStudent Behaviour in Public Schools Policy and ProceduresSoftware Use Policy and ProceduresTelecommunications Use**Other documents**Guidelines for the use of social media**8 CONTACT INFORMATION**

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T: (08) 9264 4774  
E: [E-Schooling@education.wa.edu.au](mailto:E-Schooling@education.wa.edu.au)Other: ICT Customer Services  
Centre  
T: (08) 9264 5555 (metro)  
T: 1800 012 828 (regional)  
E: [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)**9 REVIEW DATE**

19 March 2022

**10 HISTORY OF CHANGES**

Effective date	Last update date	Policy version no.	Ref no.	Notes
18 March 2008		1.0		Minor (non-mandatory) changes: D12/0433369. Effective date corrected from 18 March 2010 to 18 March 2008.

18 March 2008	12 July 2012	1.1		Minor changes to policy in preparation for new student email service as per D12/0433369.
18 March 2008	28 May 2013	1.1		Minor (non-mandatory) change: Appendix F: Permission to publish student's work or images of student on web sites removed. Noted by Corporate Executive 17 May 2013.
28 October 2014		2.0	D14/0475886	<i>Students Online Policy and Guidelines</i> endorsed by Director General on 19 September 2014.
28 October 2014	27 August 2015	2.1	D15/0341875	Updated and removed links. D15/0341833
28 October 2014	27 October 2017	2.2	D17/0459628	Minor corrective changes and update to links.
28 October 2014	5 October 2018	2.3	D18/0438097	Minor changes to include reference to Public Schools D18/0151652 and updated legislation links D18/0207680.
19 March 2019		3.0	D19/0022631	This policy has undergone a major review. Approved by the Director General at Corporate Executive on 20 February 2019.



Department of  
**Education**

## STUDENTS ONLINE IN PUBLIC SCHOOLS PROCEDURES

EFFECTIVE: 19 MARCH 2019

VERSION: 3.1

*Last update: 10 April 2019*



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# 1 POLICY SUPPORTED

*Students Online in Public Schools Policy*

# 2 SCOPE

These procedures apply to Site Managers.

# 3 PROCEDURES

## 3.1 CONSENT AND ACCEPTABLE USE AGREEMENTS

Site Managers must confirm that every student has signed parental permission to have an Online Services account and Acceptable Use Agreement to access Department provided services.

### **Guidance**

*A Sample Letter to Parents (Appendix A) and Permission for Students to have an Online Services Account (Appendix B) are provided as templates.*

*The sample Online Services Acceptable Use Agreements are written for three phases of schooling: K-2 (Appendix C); 3-6 (Appendix D) and 7-12 (Appendix E) and change in complexity and detail.*

*These documents can be modified to include school logos and additional school-related information where schools have their own licences for online services.*

*Note as online services continue to grow, it is recommended that agreements be reviewed regularly.*

### **Logon reminder notice**

*The notice below should be displayed to all students when accessing the internet through the Department's network.*

*"Appropriate Use of Online Services*

*When using any of the WA Department of Education's online services you agree;*

- to the rules set out in the Acceptable Use Agreement*
- to give consent to the Department monitoring these services*
- that any misuse of these services could result in disciplinary action."*

## 3.2 STUDENT PERSONAL SECURITY

Site Managers must confirm all staff involved with learning related online services have taken adequate steps to educate students about applying personal security protocols such as keeping passwords secure in an online environment.

### **Guidance**

*Refer to the Department Account Manager (DAM) for the Student User Guide.*

*Note when resetting students' passwords in DAM tick the forced change at next logon box. Students will be directed to make the change at their next login.*

*Student passwords can also be managed by classroom teachers in Connect. In this instance teachers need to remind students when logging into Connect to change their password in My Connect.*

### 3.3 RESPONSIBLE ONLINE PRACTICE

Site Managers must confirm that staff involved with learning related online services are kept up to date with the relative risks and educational benefits of online activity by their students.

#### **Guidance**

*The Australian Government's Office of the eSafety Commissioner provides information and resources to support safe, positive experiences for young people online*

#### **Content filtering**

*The Department of Education provides a level of content filtering that blocks sites based on category.*

*Note blocks are applied to sites that have been identified as unsuitable for the education market. Many schools also operate local filtering systems to block sites deemed inappropriate for their school in an endeavour to reduce the risk of student exposure to inappropriate content.*

*Schools wishing to have further sites blocked at a system level should contact the Customer Service Centre (CSC) on 9264 5555 or 1800 012 828 or by emailing [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au)*

#### 3.3.1 PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY

Site Managers must confirm that staff have educated students of the risks associated with any online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online material or activities.

#### **Guidance**

*Such behaviours could include:*

- *understanding their rights as a child for safety, respect and privacy;*
- *identifying behaviours online from adults or students which are inappropriate or unsafe;*
- *seeking help from people within their trusted adult network;*
- *knowing where to find support when they are being cyberbullied or receiving unwanted contact;*
- *using appropriate practices for the physical and logical storage and security of digital information such as not storing private information on public websites;*
- *applying appropriate protocols when using ICT to safely create, communicate or share information such as posting to social media;*
- *never publishing or disclosing the email address of a staff member or student without that person's explicit permission; and*
- *taking care when revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.*

#### 3.3.2 PUBLISHING STUDENT IMAGES AND INFORMATION

Site Managers must:

- confirm that permission to publish work or images of students has been received; and
- approve any material planned for publication on the internet or intranets and confirm it has appropriate copyright and privacy clearance.

**Guidance**

*Identifying information that accompanies published student images on the internet should be limited.*

*Only use photos of students in regular school uniform or day clothing when publishing on the school's intranet or internet.*

*A sample letter Permission to Publish Student Images and Work for School Purposes (Appendix F) is provided as a template.*

*Refer to the Intellectual Property Policy and Procedures and Copyright for Schools Guidelines*

*Note photographs of single students (except where receiving an award or similar) and of students in swimming costumes or similar clothing should be avoided (this applies to images in school newsletters, school handbooks etc.).*

### 3.4 THIRD PARTY SERVICE PROVIDERS OF ONLINE APPLICATIONS

Site Manager must assess the risk of the Third Party Service Provider.

**Guidance**

*Online third party services often require separate account creation and login credentials, and provide content, activities or transactions via the internet. These services often require Schools to provide personal information of student and/or parents.*

*Effective from January 2020, site managers will be required to:*

- *confirm a risk assessment of the Third Party Service Provider has been undertaken using the Recordkeeping Risk Assessment Checklist: Cloud Computing or Third Party Service Provider risk assessment tool once available; and*
- *seek individual or their parent consent if personal information (student, parent or staff) is provided to the Third Party Service Provider.*

*Prior to January 2020, it is recommended consent from individuals/parents is gained prior to disclosure of information to a Third Party Service Provider to be aligned with good practice.*

*A sample Third Party Service Provider Consent form is provided at Appendix G.*

*Examples of education specific Third Party Service Providers include applications such as Google Apps for Education, Seesaw, Studyladder, Edmodo, Skoolbag, Reading Eggs, Mathletics, ClassDojo, Remind and Schoology. Third party retailer examples include Apple iTunes and Google Play and third party social media services include Facebook, Instagram and Twitter.*

### 3.5 STUDENT MISUSE AND BREACH OF ACCEPTABLE USE

Site Managers will take appropriate action in accordance with the Student Behaviour in Public Schools Policy and Procedures, Child Protection in Department of Education Sites Policy and Procedures and the school's Behaviour Management Plan where there is an alleged misuse of online services or breach of acceptable use.

**Guidance**

*Site Managers and staff should:*

- *follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable use, for example by investigating any reported misuse and, where possible, accurately retracing misuse to the offender;*
- *tailor disciplinary action taken in relation to students to meet specific concerns related to the breach (for example counselling, parental involvement, police involvement), and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and*
- *promptly address the online publication of defamatory material about staff or students by keeping a record of the nature and the location of the offensive inappropriate material and hiding/removing/deleting it wherever possible.*

### 3.5.1 RECEIVING INAPPROPRIATE MATERIAL FROM STUDENTS

Site Managers must communicate to teaching staff the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public.

**Guidance**

*Refer to Child Protection in Department of Education Sites Procedures for Principals and for teachers Child Protection in Department of Education Site Procedures for Teachers.*

## 4 DEFINITIONS

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Third Party Service Providers of online applications are any organisations, consultants, or independent contractors who render an online service or product to the Department/ Schools.

## **5 RELATED DOCUMENTS**

### **Relevant legislation or authority**

[Censorship Act 1996 \(WA\)](#)

[Copyright Act 1968](#)

[Criminal Code Act Compilation Act 1913 \(WA\)](#)

[Cybercrime Act 2001\(Cth\)](#)

[Equal Opportunity Act 1984 \(WA\)](#)

[Freedom of Information Act 1992 \(WA\)](#)

[Privacy Act 1988 \(Cth\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[Sex Discrimination Act 1984 \(Cth\)](#)

### **Related Department policies**

[Child Protection in Department of Education Sites](#)

[Duty of Care for Public School Students](#)

[Emergency and Critical Incident Management](#)

[Information and Communication Technologies Security Policy and Procedures](#)

[Intellectual Property Policy](#)

[Risk and Business Continuity Management](#)

[Student Behaviour in Public Schools Policy and Procedures](#)

[Software Use Policy and Procedures](#)

[Telecommunications Use](#)

### **Other documents**

[Guidelines for the use of social media](#)

## 6 CONTACT INFORMATION

Policy manager: Manager, Strategy and Projects

Policy contact officer: Principal Project Officer  
E-Schooling  
T: (08) 9264 4774  
E: [E-Schooling@education.wa.edu.au](mailto:E-Schooling@education.wa.edu.au)

Other: ICT Customer Services  
Centre  
T: (08) 9264 5555 (metro)  
T: 1800 012 828 (regional)  
E: [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)

## 7 REVIEW DATE

19 March 2022

## 8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
19 March 2019		3.0	D19/0022631	The <i>Students Online in Public Schools Policy</i> has undergone a major review. This is the first set of procedures that supports the policy v3.0. There is no version 1.0 or 2.0 of the procedures. Endorsed by the Director General at Corporate Executive on 20 February 2019.
19 March 2019	10 April 2019	3.1	D19/0157456	Minor changes to update a link in the guidance section of 3.4 as per D19/0156908.

## APPENDIX A. SAMPLE LETTER TO PARENTS

*(Copy and paste the following text onto your school letterhead)*

Dear parents

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff 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, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

**Both forms should be returned to school** so that an online services account can be created for your child.

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](http://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](http://www.esafety.gov.au/iparent)).

Yours sincerely

(insert name)

Principal

(insert date)



## APPENDIX B. PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

*Insert School Logo*

**Student's first name:**

---

**Student's last name:**

---

**School:**

---

**Class / Form / Room:**

---

### Parent

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.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Student Behaviour Policy and Procedures*.

**Name of parent:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

### Office use only:

Processed on: / / by (initials):

**Note:** *This agreement should be filed by the school.*

## APPENDIX C. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)

*Insert School Logo*

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

**Name of student:**

---

**Signature of parent:**

---

**Date:**

---

**Office use only:**

Processed on:    /    /    by (initials):

**Note:** *This agreement should be filed by the school and a copy kept by the student.*

## APPENDIX D. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)

*Insert School Logo*

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

**Name of student:**

---

**Signature of parent:**

---

**Date:**

---

**Office use only:**

Processed on: / / by (initials):

**Note:** *This agreement should be filed by the school and a copy kept by the student.*

## APPENDIX E. ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7-12)

*Insert School Logo*

I agree to follow the rules set out below when I use the Department-provided online services:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- 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 disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- I may be held liable for offences committed using online services.

**Name of student:**

---

**Signature of parent/student (over 18):**

---

**Date:**

---

Processed on: / / by (initials):

**Note:** This agreement should be filed by the school and a copy kept by the student.

*Students Online in Public Schools Procedures*

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.



## APPENDIX F. PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES

Dear parent

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by (SCHOOL TO INSERT DATE). Once signed, the consent will remain effective until such time as you advise the school otherwise.

PRINCIPAL

SCHOOL NAME

---

### PERMISSION(do not detach)

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.

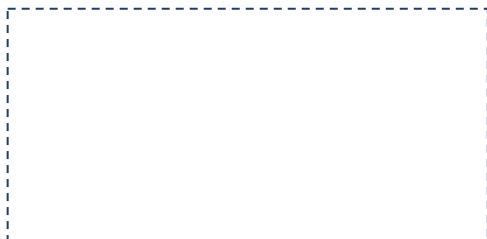
Name of student: \_\_\_\_\_ Form / Class: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This consent form should be filed by the school and a copy provided to the parent.*

## APPENDIX G. CONSENT FORM - THIRD PARTY SERVICE PROVIDERS OF ONLINE APPLICATIONS



The is requesting permission to disclose personal information to the entities listed below for the purpose of improved school administration and/or teaching and learning programs.

Personal information may include information relating to both students and parents. If you wish to access or correct any of the personal information or discuss how the information will be used, please contact xxxxxx.

Dear Parent/Guardian,

The use of online educational resources and cloud based storage are used by teachers across Western Australia to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students.

wishes to utilise the third party application provider/s listed below to support students learning. These providers require personal information to be disclosed to them.

Personal information that may be disclosed about your student(s) includes:

- Student Name
- Health Records
- Gender
- Student ID
- Age/ Date of birth
- Year group
- School/Class Teacher
- Photos/videos
- Parent details (E.g. name, email, phone numbers and bank details)
- Address
- Student email –  
*Note: for all school recommended databases students are required to use their school email address only.*

It is important that you understand the reasons why we may provide this information to each respective entity, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the links below referring to each provider's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service. If you have any queries around the storage of student's information, please feel free to contact the school on xxxxxxxxxxxxxxxxx

*Note: Parents have the option of advising the school that they do not provide consent for their child to access any or all of the listed providers.*

**Name of Provider:** My eDiary

**Type of Service:** My eDiary is a cloud-based eDiary for students.

**Website:** <http://www.myediary.com.au/>

**Privacy policy:**

<https://myediary.com.au/downloads/eDiary%20-%20Privacy%20Policy%202012-10.pdf>

**File storage:** Sydney, Australia

**Risk assessment:** Low



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**Name of Provider:** Stile

**Type of Service:** A resource for engaging young people in the fascinating world of Science.

**Website:** <https://stileeducation.com/>

**Terms of Use:**

<https://stileeducation.com/terms>

**Privacy Policy:**

<https://stileeducation.com/privacy>

**File Storage:** Sydney, Australia

**Risk assessment:** Low.

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***Template for providers***

**Name of Provider:**

**Type of Service:**

**Website:**

**Terms of Use:**

**Privacy Policy:**

**File Storage:**

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26 February 2018

**PLEASE COMPLETE THE CONSENT FORM BELOW AND RETURN IT TO THE SCHOOL OFFICE.**

**Student(s)  
name:**

Year level(s):

**Please circle** either 'Consent' or 'Do Not Consent' to your child's information being provided to each of the third party providers for the provision of an educational service.

Schoolzine	Consent	Do Not Consent
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SkoolBag	Consent	Do Not Consent
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<i>Add each additional provider on a separate row</i>	Consent	Do Not Consent
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As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the applications listed. I understand that my student's personal information will be provided to the third party software providers for the purpose of improved school administration or teaching and learning programs and that this information may be stored outside of Australia.

Parent/Guardian's Name

Parent/Guardian's Signature

Date