 **DIGITAL LEARNING STATEMENT**

**Online Services at Clyde Secondary College** Date of last update: **March 2024**

**What type of online services are used at our school?**

Our school uses a variety of online services and applications (**online services**) to support and enhance our students’ educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

1. teaching and learning;
2. communication and engagement with parents;
3. student administration;
4. school management;
5. complying with legal requirements; and
6. other purposes stated in the [Schools’ Privacy Policy.](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please click this link to read important [privacy information for parents, guardians and carers.](https://clydesc.vic.edu.au/wp-content/uploads/2022/02/2022-Privacy-Collection-Notice-CSC.pdf)

**How do we protect personal and other information?**

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles.](https://ovic.vic.gov.au/privacy/for-agencies/information-privacy-principles/) Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

**What content and materials will be shared through the online services?**

Students may have the ability to create, store and share any school work related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

**What school polices and support apply to these services?**

The following school policies and documents apply: School’s Privacy Policy, Student Wellbeing and Engagement Policy, Privacy Collection Notice, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from <https://clydesc.vic.edu.au/policies-publications/>

If you wish to request access to your or your child’s information, or have any questions, please contact the college Principal at (03) 8560 0600

10/06/2022



Online services used for multiple purposes

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| **Online Service** | **Purpose** | **Information type** | **Data Storage Location** | **Accounts** |
| Compass | * teaching and learning \* parent communication and engagement * student administration * school management | Student Full Name  Student Year Level  Student Class  Student DOB  Student Contact Details  Student Email  Student Photo  Student ATSI status  Student Health and Welfare  Information  Student Behavioural Information  Student Assessment  eCases ID Parent Details | Australia | Student  Teacher Administ rator Parent |
| Google Workspace  for Education (DET brokered) | \* teaching and learning  Various subjects  \*communication and engagement with parents | Student Full Name Student Year Level  Student Class  Student Email  Student Location Information  Student Work  Student Assessment | Overseas | Student  Teacher Administ rator |

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student’s learning outcomes

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| **Online Service** | **Purpose** | **Information type** | **Data Storage Location** | **Accounts** |
| Edrolo | \* teaching and learning  Various subjects | Student Full Name  Student Year Level  Student Email  Student Work | Australia | Student Administ rator |
| Education  Perfect | \* teaching and learning  Various subjects | Student Full Name  Student Class  Student Email  Student Work | Australia and Overseas | Student Administ rator |
| Reading  Eggs | Literacy  \* communication and  engagement with parents | Student First Name (and Initial)  Student Year Level  Student Class Student Work  Student Assessment | Overseas | Student Teacher |
| Softlink  Oliver v5 | \* library system | Student Full Name  Student Class  Student Contact Details  Student Email eCases ID | Australia | Student  Teacher Administ rator |

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| Policy last reviewed | March 2024 |
| Approved by | Principal |
| Next scheduled review date | March 2026 |