



Online Services at Mount Clear College

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](#).

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.

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](#). 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 schoolwork 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: Acceptable Use Agreements, Student Engagement Policy, Photography and Filming Policy, these will be used to inform the school community on acceptable behaviours. Our school policies are available on our website (<https://mountclear.college/Policies>)

If you wish to request access to your or your child's information, or have any questions, please contact Ms Lynita Taylor, College Principal on 03 5330 1500.

Online services used for multiple purposes, and (where applicable) for parent communication and engagement about the student's learning outcomes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass Education	Academic Assessment & Reporting, Attendance, School Communications - General School Information (one-way), School Communications - Student Educational Outcomes (one-way), Calendar , Education - Lesson/ Curriculum Planning, Education - Lesson Delivery /Activities, Education - Individualised planning, Events Management - General (exclude Sport Events), Events Management - Sport Events only, Finance Management - Budgets and Reporting, Finance Management - Receivables, Payables, Cash, Procurement , Finance Management - Online Payment Systems, Health and Wellbeing - Behavioural Management (excludes health information) , Health and Wellbeing - Support for Special Needs or At Risk Students, Interactive or Self-Service - Parent Portal , Timetabling , Visitor Registration System, Online Forms and Surveys – Administration	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health & Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details	Australia	Administrator Student Teacher Parent
Microsoft 365 (formally Office 365)	Education - Lesson Delivery /Activities, Education - Individualised planning, Hosting of Student Emails, Online Forms & Surveys *Various subjects (Opt out form attached)	Student Full Name Student Email Student Year Level Student Class Student Work Student Assessment	Australia	Administrator Student Teacher
edVAL Education	Timetabling	Student Full Name Student Year Level Student Class	Australia	Administrator
Google G-Suite (Earth ED only)	Education - Lesson Delivery /Activities, Education - Individualised planning	No Student Information	Overseas	Administrator Teacher
Papercut MF	Print Control Technology	Student Full Name Student Email	Australia	Administrator
Oliver Library Software	Library Management System	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo	Australia	Administrator
Sine Pro	Contractor Management Contractor Registration System	No Student Information	Australia	Administrator
3CX Phone System	Communications - Phone System Communications – Staff, Parents, Students & General Public	No Student Information	Australia	Administrator Teacher

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

Online Service	Purpose	Information type	Data Storage Location	Accounts
SPA Data Tracker	Academic Assessment & Reporting	Student Full Name Student Year Level Student Class Student DOB	Australia	Administrator Teacher
Stile Education (DET Supplied)	Academic Assessment & Reporting Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Email	Australia	Administrator Student Teacher
OARS – PAT Testing	Academic Assessment & Reporting Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Year Level Student Class Student DOB	Australia	Administrator Student Teacher
Soundtrap	Education - Lesson Delivery /Activities *Music	Student Full Name Student Email	Overseas	Administrator Student Teacher
Essential Assessment	Academic Assessment & Reporting, Education - Lesson Delivery /Activities *Various subjects	Student Full Name Student Year Level	Australia	Administrator Student Teacher
Education Perfect	Academic Assessment & Reporting, Education - Lesson Delivery /Activities	Student Full Name Student Email	Australia	Administrator Student Teacher
Edrolo	Academic Assessment & Reporting, Education - Lesson Delivery /Activities	Student Full Name Student Email	Australia	Administrator Student Teacher
Other online services used for short periods	*Various subjects	Student Full Name Student Class Student Work Student Email	Australia or Overseas	None or (Student, Teacher, Administrator)

 Office 365

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.



Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.



Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Stream
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

<https://products.office.com/en-au/student/office-in-education>



What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in Victoria and New South Wales.



How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that Microsoft will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. You do not need to do anything for your child to have access to this service.

Student Name:

Home room:

Date:

I DO NOT wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name: