Bell Primary School will be using online services to support learning at our school. So that we can provide these online services to your child we must inform you about:

- what personal information is required to create an online account to access the online services;
- what personal information may be collected during the use of the online services;
- what online tools and sites will be available through the online services; and
- what content and materials (i.e. photos, stories, videos) your child will be able to share through the online services.

Privacy

Our school is bound by the Information Privacy Act 2000 and the Health Records Act 2001 (Victorian privacy laws). Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from a parent, guardian or carer of a student to use and disclose their personal information.

Since Term 1 2014 the school has been using personal information of students and parents (obtained from the school’s information management system called CASES21) to develop online Google accounts. These Google accounts enable students to access, participate in and share content and materials through using the various Web 2.0 tools provided through the Google Apps For Education suite of apps. The school now seeks your consent for the ongoing use of that personal information through the attached consent form. Once signed, the consent form will:

- provide information about the online services (Google Apps for Education)
- acknowledge the collection and give consent to use, disclose and store your child’s personal information
- acknowledge the policies that apply when your child uses the online service
- give permission for the use of the child’s work created when using the service, and
- where relevant, consent for the transmission of your child’s personal information outside Victoria.

If you would like information about alternative ‘off-line’ options to ensure that students who do not use a Google account can still participate in learning activities in the classroom, please refer to our Offline Alternatives available at: http://goo.gl/vF07g7. For information about ‘on-boarding’ (how the school commences an account upon enrolment) and ‘off-boarding’ processes (how students can discontinue or transfer their Google account at the end of their enrolment), please refer to our On-Boarding and Off-Boarding Procedures available at: http://goo.gl/Fjvgk8.

Copyright

Students own the copyright of any work they create if it is their original work. The school must obtain permission to reproduce and publish student work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student.

If you require further information please contact Andrew Williamson or Megan McGowan via the emails below.

williamson.andrew.a@edumail.vic.gov.au  mcgowan.megan.f@edumail.vic.gov.au

General Information

a) Who is the service provider  Google Inc.
   ABN 34 118 972 998
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>and where are they located?</td>
<td>A U.S. company based in California</td>
</tr>
<tr>
<td>b) What is the online service called?</td>
<td>Google Apps for Education</td>
</tr>
<tr>
<td>c) What does the online service provide?</td>
<td>Google Apps for Education provides a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility.</td>
</tr>
<tr>
<td>d) Who will administer the technology at the school?</td>
<td>The ICT Co-ordinators (Andrew Williamson and Megan McGowan), supported by Chris Greedy, our Technical Support Person.</td>
</tr>
<tr>
<td>e) How will the school be using the online service?</td>
<td>Teachers and Students will be using Google Apps For Education to access the suite of online digital applications. Students will predominantly use the mail, drive, docs, sheets, forms and sites applications as outlined below.</td>
</tr>
<tr>
<td>Mail: Students will be using email to communicate with their teachers and peers. They also have the potential to contact outside organisations to seek information that could support their studies and inquiries. For example Grade 6 students contacted the lost dogs home via email, asking if they would answer a few questions via email to support their research into animal rights.</td>
<td></td>
</tr>
<tr>
<td>Docs: Google Docs is a powerful collaborative tool that allows students and teachers to edit the same document in real time. Students will be using docs to support the writing and editing process.</td>
<td></td>
</tr>
<tr>
<td>Sheets: As part of their learning, students will use sheets to keep and share lists, track projects, analyse data and track results with our powerful spreadsheet editor. Use tools like advanced formulas, embedded charts, filters and pivot tables to get new perspectives on their data.</td>
<td></td>
</tr>
<tr>
<td>Slides: (Similar to PowerPoint) students will be able to collaborate in real time to create beautiful slides with the presentation editor, which supports embedded videos, animations and dynamic slide transitions. Students can choose to publish presentations on the web so anyone can view them, or share them privately.</td>
<td></td>
</tr>
<tr>
<td>Drive: All the above apps exist in Drive which can also be used as an online ‘cloud’ storage tool. Think of it like a secure virtual hard drive or USB stick.</td>
<td></td>
</tr>
<tr>
<td>All spaces will be monitored by the classroom teacher and the ICT Co-ordinators.</td>
<td></td>
</tr>
<tr>
<td>f) Where can information about the service be found?</td>
<td><a href="https://www.google.com/work/apps/education/benefits.html">https://www.google.com/work/apps/education/benefits.html</a></td>
</tr>
</tbody>
</table>

**Personal Information – Use and Disclosure by School**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>g) What personal information of the student and Parent/Carer will the school use and disclose to the service provider?</td>
<td>First name and Surname (Student) and CASES Code (Student). NO HEALTH AND WELLBEING INFORMATION WILL BE STORED ON DRIVE OR DISCLOSED TO THE SERVICE PROVIDER.</td>
</tr>
<tr>
<td>h) How will the school use the student’s personal information?</td>
<td>This information is used to develop a Google Apps for Education Account for each student. These will be developed through the use of a ‘handle’ as follows: [abc001].</td>
</tr>
</tbody>
</table>
Google will then use this email in addition to the other information provided to generate an account using the email account as a user name. Students will then use the account to login to the Google Apps For Education platform and provide them access to the Google online cloud storage services and products in the Google Apps for Education suite, as outlined above.

i) What will happen to an account that has been generated for the purposes of participation in the online services after the student ceases enrolment?

Please refer to our On-Boarding and Off-Boarding Procedures available at: http://goo.gl/Fjvgk8

j) Where will the service provider store the personal information disclosed to it?

Google will store personal information on secure servers outside Australia.

k) What policies will apply to the student’s use of the online service?

The Bell PS Student Acceptable Use Policy and Student Engagement Policy will be used to inform the school community on acceptable behaviours.

Students will be supported to develop Cyber Safe practices online. In some instances inappropriate use of online tools may require personal information such as messages or comments in the system to be discussed with a child and their family. Our school policies are available from http://www.bellps.vic.edu.au/#/policies/c14yv

l) If consent is not provided for the personal information to be used as described, will the school provide an alternate method of access to the educational program?

Students will be provided with alternative suite of tools, such as the Microsoft Office Suite. However, they will not have access to the advantages of real time collaboration and web 2.0 integration that the Google Apps For Education suite provides. Students will continue to be able to use the school servers to save and store work.

For more information please refer to our Offline Alternatives available at: http://goo.gl/vF07g7

m) Will the school be able to access and retrieve all content, including messages or other communications from the online service?

Bell PS has the capacity to access and retrieve the following list of records that form part of the content of the online service:

- emails;
- learning space contributions (videos, text, images, sound files); and
- comments (teacher feedback comments, student collaborative comments, internal messages)

This information will be retrieved by the ICT Co-ordinator/s and the ICT technician via administrative access to Google Apps for Education.

Personal Information – Collection by Service Provider

n) How will the service provider use personal information of the student that is collected from the school for the purpose of registration?

To generate personal ID and login details for a Google Apps for Education account and to access the Google Apps for Education products.
o) **What personal information of the student will the service provider collect in the course of the student’s use of the online service?**

Google Inc. may collect information about the services accessed by students and parents and carers and how they are used, this includes viewing or interaction with ads and content. Information that is collected may relate to:

- Device information
- Log information
- Location information
- Unique application numbers
- Local storage
- Cookies and anonymous identifiers

This information (which includes personal information) is used to provide, maintain, protect and improve the online services, to develop new ones, and to protect Google and other users. For more information about Google App For Education’s privacy policy, please refer to: [https://www.google.com/intl/en_au/edu/trust/](https://www.google.com/intl/en_au/edu/trust/)

---

Where possible the school actively seeks to improve levels of data security and integrity measures available through the online services, to better protect the personal information of students, parents and carers using the online services. The school actively encourages continued education of its students about Cyber Safety practices and the use of personal information through the online services. For information about online safety practices please refer to: [http://www.education.vic.gov.au/childhood/parents/health/Pages/saferesources.aspx](http://www.education.vic.gov.au/childhood/parents/health/Pages/saferesources.aspx)

---

**Copyright**

p) **What content or works will the student share in the course of their use of the online service?**

The student may create work that contains information about them or their family, including:

- art work or photographs
- video or digital story
- comments and insights on information
- school projects and assessment materials
- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers

q) **Who will be able to see the content or work?**

With Google Apps For Education the audience is automatically restricted the student who created the document. However, the student can change the restrictions so that the document can be viewable and editable by other students and teachers. With guidance from the teacher, students can enable documents to be viewable to people outside our school domain. This would enable students to share their work via a link on the level blogs and other web services.

r) **Whilst the student owns copyright in the works they produce, who will have rights to reproduce and/or use the works?**

The reproduction of individual student work will only be done via the consent of individual students and their families as given on the Bell PS Parent Consent for Publication of Student Work and Images if this has been signed and returned to the school.

The reproduction of student work would be used to demonstrate excellence and celebrate the efforts of students with the wider community.
Digital Learning
Participation, Privacy and Copyright Consent Form
Google Apps For Education

By signing below I:

- confirm that I have read this Participation, Privacy and Copyright Consent Form;
- consent to the use, disclosure (including trans-border data flow) and storage of the personal information by the school and the service providers as identified and described above;
- acknowledge that the service providers may collect personal information from the student and Family in the course of their use of the online services;
- understand that the consent for the school’s use, disclosure and storage of personal information may be withdrawn at any time, but that the withdrawal of this consent may not be possible where that information is contained in content that has been published in open-source environments;
- understand that policies of the school, Department of Education and Early Childhood Development, and the service providers may apply to the student’s access and use of online services; and
- give my permission for the use of the student’s work created when using the online services as described.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature</td>
<td></td>
</tr>
<tr>
<td>(recommended for senior students)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>____ / ____ / ________</td>
</tr>
<tr>
<td>Name of Person providing consent</td>
<td></td>
</tr>
<tr>
<td>Relationship to Student</td>
<td></td>
</tr>
<tr>
<td>Signature of Person providing consent</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>____ / ____ / ________</td>
</tr>
</tbody>
</table>

If a student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with Department of Education and Early Childhood policy.