

PERMISSIONS AND THIRD-PARTY CONSENTS

The following permissions and third party services are being used in our school. These services **may** require us to share **minimal** personal information about your child and **require you to provide consent for each service** before we do so.



The information below is for all Western Australian Schools from Kindy – Year 12. At **Cloverdale Primary School** we do not include Student: name and email *or* Parent: name and contact information.

Please contact the school if you have any queries.

Name of Child _____ **Year Level** _____

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

☐ YES I consent to my child viewing items with a "PG" rating if deemed suitable by the teacher and school administration.

☐ NO I do not give consent

Name of parent: _____

Signature of parent: _____ Date: _____

APPENDIX B: PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

☐ 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.

APPENDIX C: ONLINE SERVICES ACCEPTABLE USE AGREEMENT – KINDY TO YEAR 2

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 parent: _____

Signature of parent: _____ Date: _____

APPENDIX D: ONLINE SERVICES ACCEPTABLE USE AGREEMENT –YEARS 3-6

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 parent: _____

Signature of parent: _____ Date: _____

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

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. Once signed, the consent will remain effective until such time as you advise the school otherwise.

PERMISSION

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: _____ Year : _____

Name of parent: _____

Signature of parent: _____ Date: _____

WHEN IS IT OK TO MISS SCHOOL

IT IS IMPORTANT FOR CHILDREN TO ATTEND SCHOOL ALL DAY, EVERY DAY.

WHEN IS IT OK TO NOT GO TO SCHOOL?

An OK reason is one that *prevents* your child from getting to school. This could include:

- when your child is sick or unwell
- attending cultural or religious observances such as sorry time and funerals
- an unavoidable natural event such as flood waters or a cyclone
- an unavoidable medical appointment
- family emergency situations

The principal decides if the reason given for your child's absence is acceptable.

IT IS NOT OK TO MISS SCHOOL IF YOUR CHILD:

- is celebrating a birthday
- is going on a family holiday
- is visiting family and friends
- has slept in or had a big weekend
- is looking after other children
- has sport or other recreational activities that have not been approved by the school
- has appointments such as haircuts and minor check ups
- no school uniform available to wear

If possible, routine medical and other health appointments should be made either before or after school, or during the school holidays.

DO YOU NEED TO LET THE SCHOOL KNOW IF YOUR CHILD WILL BE AWAY FROM SCHOOL?

Yes, you need to let the teacher, front office, or reply to the SMS Message U system the reason why your child is going to be, or has been, absent from school as soon as possible. Where possible, please discuss any upcoming absences in advance so we can let you know of important learning or activities your child will miss out on.

This requires a responsible person, usually a parent, to provide a reason for the absence within three school days.

Having information about why your child is missing school helps us plan for their return to school and work out whether we can provide any further help to you.

WHY IS GOING TO SCHOOL SO IMPORTANT?

- At school, many concepts (such as literacy and numeracy) are taught in a sequence. Missing school means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.
- Going to school every day helps children learn the important life skill of 'showing up' – at school, at work, to sport and other commitments.
- Research from the Western Australian Telethon Kids Institute shows that every day at school counts towards a student's learning. Students, who attend regularly, generally do better at school and in life.
- Attending school everyday helps students to develop important social skills, build positive relationships and learn skills to deal with conflict.

I have read or had it explained to me when it is ok to miss school.

Parent/Guardian name: _____

Parent/Guardian signature: _____ Date: _____

Name Audiri Communication simplified - Trusted by schools, RTO's and membership organisations (audiri.com.au)	Category School Communication	Information provided: Student name, parent name, school, parent email and mobile. How the information is used: A school communication system. Where the information is stored: Within Australia	Terms of Use / Privacy Policy Terms (audiri.com.au) Privacy (audiri.com.au)	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name 3P Photography http://www.3p.net.au	Category School Photography	Information provided: Student name, photo, school, class details, school year. Parent email, address and credit card details. How the information is used: To provide class/sibling photographs including adding a payment option. Where the information is stored: Within Australia	Terms of Use / Privacy Policy http://www.3p.net.au/contact/terms-conditions/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Apple https://www.apple.com/au	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username How the information is used Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.apple.com/au/privacy/ https://school.apple.com/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

Name Book Creator https://bookcreator.com/	Category Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email, work/content, photos or videos and other data How the information is used: Tool used for creating digital books Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://bookcreator.com/terms-of-service/ https://bookcreator.com/pp-row/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Class Dojo https://www.classdojo.com/	Category Teaching and Learning School and Class Communication	Information provided: Staff/teacher: name, email Student: name, email, work/content, behaviour, photos or videos Parent: name, contact information How the information is used: School communication platform that includes student portfolios and behavioural management. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.classdojo.com/privacycenter/ https://www.classdojo.com/terms/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name CoSpaces Edu https://cospaces.io/edu/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, work/content How the information is used: Build 3D creations, animate them with code and explore them in Virtual or Augmented Reality. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://cospaces.io/edu/privacy-policy.html https://cospaces.io/edu/student-data-safety.pdf https://cospaces.io/edu/terms-of-use.html	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

Name Code.org https://code.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username How the information is used: Coding, Scripting, Programming; Online learning, Online courses. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://code.org/tos	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Explain Everything https://explaineverything.com/education/	Category References and Resources Teaching Aids and Equipment	Information provided: Name of subscription owner, school name, email address of subscriber, remainder of the group do not require email address, student log in, address (for billing data), student work/content (projects uploaded to Explain Drive), profile or other photos (optional) and videos (when uploaded by user only). How the information is used: Enables users to create presentations using video, notation and audio recording. Students and teachers can share thoughts and ideas in real time. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://explaineverything.com/terms-of-use/ https://explaineverything.com/privacy-policy/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

Name G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). https://www.google.com	Category Productivity tools References & Resources	Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460 https://policies.google.com/privacy?hl=en&gl=au https://edu.google.com/why-google/privacy-security/?modal_active=none	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Kahoot https://kahoot.com/	Category Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email, other data Student: name, email, work/content, geolocation data Parent: name, contact information, financial data, other data Other data: school How the information is used: Game based learning platform. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://kahoot.com/student-privacy-policy/ https://trust.kahoot.com/privacy-policy/ https://trust.kahoot.com/terms-and-conditions/	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Micro:bit https://microbit.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name How the information is used: Learning Tool for Coding, Electronics and Robotics Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://microbit.org/privacy/ https://microbit.org/terms-of-use/	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

Name PAT (ACER) https://www.acer.org/au/pat	Category Assessment and Testing	Information provided: Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information How the information is used: Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.acer.org/privacy https://www.acer.org/online-terms-of-use	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Pic Collage https://piccollage.com/	Category Teaching and learning	Information provided: Student: name, email, work/content How the information is used: Share stories, make cards for any occasion Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://picc.co/privacy https://picc.co/tos	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name PocketPhonics https://appsinmypocket.com/	Category Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email, date of birth and grades or performance data How the information is used: App for reading and writing Where the information is stored: Outside Australia	Terms of Use / Privacy Policy http://appsinmypocket.com/privacy-policy/ http://appsinmypocket.com/terms-of-use/	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

Name PBIS Rewards https://www.pbisrewards.com/	Category Behaviour Management	Information provided: Staff/teacher: name, email Student: name, behaviour, photos or videos, gender, other data Parent: name, contact information Other data: school How the information is used: Behaviour Management Programme Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.pbisrewards.com/policies/website-privacy-policy/ https://www.pbisrewards.com/policies/platform-terms-of-service/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Reading Eggs https://readingeggs.com.au	Category Mathematics Teaching and learning	Information provided: Student Username and password, student name, student email, school, class details, school year and student work. How the information is used: Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://readingeggs.com.au/privacy https://readingeggs.com.au/terms	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Name Renaissance Learning https://www.renaissance.com.au	Category Literacy Teaching and Learning	Information provided: Staff/teacher: name, email, personal information Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information, financial data, other data (<i>list if provided</i>) Other data: school How the information is used:	Terms of Use / Privacy Policy https://www.renaissance.com/privacy-policy/ https://www.renaissance.com/terms-of-use/	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

		<p>This application enables students to access literacy applications.</p> <p>Where the information is stored:</p> <p>Outside Australia</p>		
<p>Name</p> <p>Seesaw</p> <p>https://web.seesaw.me</p>	<p>Category</p> <p>Class communication Teaching and Learning</p>	<p>Information provided:</p> <p>Student: name, email, school, class details, school year, parent email, parent name, student work/content, profile or other photos and video</p> <p>How the information is used:</p> <p>This service is a digital portfolio and communication platform</p> <p>Where the information is stored:</p> <p>Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://web.seesaw.me/privacy-policy</p> <p>https://web.seesaw.me/terms-of-service</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>
<p>Name</p> <p>Twinkl</p> <p>https://www.twinkl.com.au/</p>	<p>Category</p> <p>Teaching and Learning</p>	<p>Information provided:</p> <p>Staff/teacher: name, email</p> <p>Student: name, work/content</p> <p>Parent: name, contact information</p> <p>These could fall in other data: school, student username</p> <p>How the information is used:</p> <p>Educational resources providing schools with digital teaching materials including lesson plans, assessments and interactive activities.</p> <p>Where the information is stored:</p> <p>Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.twinkl.com.au/page/terms-and-conditions-schools</p> <p>https://www.twinkl.com.au/legal</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>
<p>Name</p> <p>Teach Your Monster to Read</p>	<p>Category</p> <p>Teaching and Learning</p>	<p>Information provided:</p> <p>Staff/teacher: name, email</p> <p>Student: name, grades or performance data,</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.teachyourmonstertoread.com/privacy-policy</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Do not Consent</p>

https://www.teachyourmonstertoread.com/		Parent: name, contact information Other data: school How the information is used: Phonics and reading game Where the information is stored: Outside Australia	https://www.teachyourmonstertoread.com/legal	
Name Wonder Workshop https://www.makewonder.com/	Category Teaching and Learning Coding	Information provided: Staff/teacher: name, email Student: name, email, work/content Other data: school How the information is used: Program with Dash and Dot robots. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.makewonder.com/privacy/ https://www.makewonder.com/tos/	Consent Status <input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY

SERVICES. The following third party services are being used in our school. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
Name Academy Student, Staff and Visitor Management System Link to website https://www.academyeducation.com.au	Category School Management System	Information provided: Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters. How the information is used: Enables the school to manage who is on school campus at any given time. Where the information is stored: Within Australia	Terms of Use / Privacy Policy Nil policies for software organisation. Review School and Department policies for data storage, security and use.
Name PM eCollection https://cengage.com.au/primary/browse-series/pm/pmecollection	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, date of birth, gender, biometric data, other data Other data: school How the information is used: Guided and independent reading platform Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://cengage.com.au/privacycentre https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions

Parent Name _____

Signature_____

Date_____

Please return this completed form to the front office.