

Dear Parent/Caregiver,

Introduction to the Online Services Consent Form for Harristown State High School (Years 7- 9)

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information: The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form. Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works: Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information: Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact. Harristown State High School Admin Staff. Phone; 07 4636 8700 Email: admin@harristownshs.eq.edu.au

Yours sincerely



Ken Green
Executive Principal

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

AND the following school-based information, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Adobe Creative Cloud	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.adobe.com/creativecloud.html				
Purpose of use:	Creative Cloud is a suite of over 20 desktop and web - based design applications used for graphic design, video editing, web development, photography, and animation.				
Terms of use:	https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html				
Privacy policy:	https://www.adobe.com/privacy/policy.html				
Service name:	ACER Online	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://oars.acer.edu.au				
Purpose of use:	ACER provides high-quality assessment and reporting tools and services for schools, including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science.				
Terms of use:	https://oars.acer.edu.au/terms-conditions				
Privacy policy:	https://www.acer.org/privacy				
Service name:	ArcGIS	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.arcgis.com/				
Purpose of use:	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge.				
Terms of use:	https://www.arcgis.com/home/termsfuse.html				
Privacy policy:	https://www.esri.com/en-us/privacy/overview				
Service name:	ASX	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.asx.com.au/education/shares-education.htm				
Purpose of use:	ASX offers an educational platform which enables users to access online courses, attend webinars, watch investment videos and play and practise sharemarket games to develop knowledge in the financial market exchange.				
Terms of use:	https://www.asx.com.au/about/terms-use.htm				
Privacy policy:	https://www.asx.com.au/about/privacy-statement.htm				
Service name:	Canva for Education	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.canva.com/education/				
Purpose of use:	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations.				
Terms of use:	https://about.canva.com/terms-of-use/				
Privacy policy:	https://about.canva.com/privacy-policy/				
Service name:	ClickView	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.clickview.com.au/				
Purpose of use:	ClickView produces curriculum-aligned video and interactive content for teachers and students.				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				
Service name:	Codecademy	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.codecademy.com/				
Purpose of use:	Codecademy is an online interactive platform that offers students the opportunity to develop coding skills in 12 different programming languages including Python, HTML and CSS.				
Terms of use:	https://www.codecademy.com/terms				
Privacy policy:	https://www.codecademy.com/policy				
Service name:	CodeCombat	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://codecombat.com				
Purpose of use:	CodeCombat teaches coding concepts via interactive games using Python and JavaScript and a self-paced curriculum.				
Terms of use:	https://codecombat.com/legal				
Privacy policy:	https://codecombat.com/privacy				
Service name:	Code.org	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://code.org , https://studio.code.org/ , https://code.org/educate/applab				
Purpose of use:	Code.org is an online computer programming and coding education service. Code.org provides tutorials, courses, teacher resources and tools and organises the annual <i>Hour of Code</i> campaign.				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				

Service name:	Concord Infiniti	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://harristownshs.concordinfiniti.com/				
Purpose of use:	Concord Infiniti is a library platform which enables students to search for library resources and view curated information for their assignments.				
Terms of use:	https://harristownshs.concordinfiniti.com/				
Privacy policy:	https://harristownshs.concordinfiniti.com/				
Service name:	Financial Basics Foundation	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://financialbasics.org.au/				
Purpose of use:	Financial Basics Foundation is a charity organisation that offers online financial literacy education for secondary school students.				
Terms of use:	http://http://financialbasics.org.au/terms-conditions				
Privacy policy:	http://financialbasics.org.au/privacy-policy.aspx				
Service name:	Grok	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://groklearning.com/				
Purpose of use:	Online platform for learning programming and computational thinking skills. Students are able to login with their Microsoft credentials.				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				
Service name:	ICAS	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.icasassessments.com/				
Purpose of use:	Administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science.				
Terms of use:	https://www.janison.com/privacy-policy/				
Privacy policy:	https://www.icasassessments.com/terms-and-conditions/				
Service name:	JacPlus	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://jacplus.com.au/				
Purpose of use:	JacPlus is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums for specific year levels.				
Terms of use:	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp				
Privacy policy:	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp				
Service name:	Kahoot	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://kahoot.it/				
Purpose of use:	Kahoot! is a game-based learning platform. All students have access to https://Kahoot.it to play quizzes using a Game Pin. Student accounts are not required to play quizzes.				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy policy:	https://kahoot.com/privacy-policy/				
Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://au.mathletics.com				
Purpose of use:	3P Learning Mathletics and Spellodrome are web-based services which encourages independent learning and the development of critical spelling and math awareness.				
Terms of use:	http://www.3plearning.com/terms/				
Privacy policy:	http://www.3plearning.com/privacy/				
Service name:	Microsoft Forms	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes				
Purpose of use:	This service allows teachers to create surveys, quizzes, and polls, and see results as they are submitted				
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use				
Privacy policy:	https://privacy.microsoft.com/en-us/privacystatement				
Service name:	NelsonNet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.nelsonnet.com.au/				
Purpose of use:	This service provides customisable, interactive and educational eBooks and digital resources to teachers and students.				
Terms of use:	https://www.nelsonnet.com.au/legal/end-user-terms-of-service				
Privacy policy:	https://cengage.com.au/privacycentre				

Service name:	Padlet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://padlet.com				
Purpose of use:	This website is used by teachers to provide home access to class work. Students in most cases only need the link provided by the teacher and are not required to log in.				
Terms of use:	http://in.padlet.com/category/96-privacy-settings				
Privacy policy:	https://padlet.com/about/privacy				
Service name:	Pearson Places	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.pearsonplaces.com.au				
Purpose of use:	This website provides access to textbooks with supplied codes.				
Terms of use:	http://www.pearson.com.au/terms-of-use/				
Privacy policy:	http://www.pearson.com.au/privacy-policy/				
Service name:	Quizlet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://quizlet.com				
Purpose of use:	Teachers may use this website to create quizzes for student study. Students can create their own log in using their school email				
Terms of use:	https://quizlet.com/privacy				
Privacy policy:	https://quizlet.com/privacy				
Service name:	Renaissance Accelerated Reader	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.renaissance.com.au/practice/accelerated-reader/				
Purpose of use:	The purpose of this website is to provide a platform that delivers products with an aim to provide accelerated learning for reading and maths.				
Terms of use:	https://www.renaissance.com.au/terms-of-use				
Privacy policy:	https://www.renaissance.com.au/privacy				
Service name:	Seesaw	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://seesaw.me/				
Purpose of use:	A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class				
Terms of use:	https://web.seesaw.me/terms-of-service				
Privacy policy:	https://web.seesaw.me/privacy				
Service name:	Storyboard That!	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.storyboardthat.com/				
Purpose of use:	This service provides digital storytelling templates and activities to create storyboards, graphic organisers, infographics and worksheets				
Terms of use:	https://www.storyboardthat.com/about/terms-of-use				
Privacy policy:	https://www.storyboardthat.com/about/privacy				
Service name:	Studyladder	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.studyladder.com.au				
Purpose of use:	Provides students access to differentiated learning activities across all subject areas.				
Terms of use:	https://www.studyladder.com.au/about/terms				
Privacy policy:	https://www.studyladder.com.au/about/privacy				
Service name:	Stymie	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://stymie.com.au				
Purpose of use:	The purpose of this website allows people to report bullying and send notifications, anonymously. Notifications are monitored by our school Deputy Principals.				
Terms of use:	https://stymie.com.au/#!/Terms				
Privacy policy:	https://stymie.com.au/#!/Privacy				
Service name:	Survey Monkey	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.surveymonkey.com/				
Purpose of use:	Teachers create quizzes and surveys for class. Students not required to log in.				
Terms of use:	https://www.surveymonkey.com/mp/policy/terms-of-use/				
Privacy policy:	https://www.surveymonkey.com/mp/policy/privacy-policy/				
Service name:	Taste	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.taste.com.au				
Purpose of use:	This site shares recipes.				
Terms of use:	https://www.taste.com.au/articles/legal-notice/MUfw5jyc				
Privacy policy:	https://preferences.news.com.au/privacy				

Service name:	Team App	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.teamapp.com/				
Purpose of use:	This website provides for teams to share news, images, stories, scores. Students and parents may create their own log in.				
Terms of use:	https://www.teamapp.com/terms				
Privacy policy:	https://www.teamapp.com/privacy				

Service name:	Tinkercad	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.tinkercad.com/				
Purpose of use:	The purpose of this website is to provide users with practical hands on experience with Tinkercad to build literacy in design and 3D drawing. This website integrates with Project Ignite and Circuits online software.				
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad				
Privacy policy:	https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement				

Service name:	Typing.com	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.typing.com				
Purpose of use:	The purpose of this website is to learn typing skills with various typing lessons, typing tests and typing games. Teachers are able to create classrooms for typing lessons and tview reports from typing tests.				
Terms of use:	https://www.typing.com/termservice				
Privacy policy:	https://www.typing.com/privacypolicy				

Service name:	Typing Test	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.typingtest.com/				
Purpose of use:	Access to typing tests and typing games.				
Terms of use:	https://www.typingtest.com/privacy.html#disclaimer				
Privacy policy:	https://www.typingtest.com/privacy.html				

Service name:	Via Institute on Character	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.viacharacter.org/				
Purpose of use:	This website provides free online surveys based on a person's characteristics and allows users to review survey results. Students may create their own log in.				
Terms of use:	https://www.viacharacter.org/terms-of-service				
Privacy policy:	https://www.viacharacter.org/privacy-policy				

Service name:	Wushka	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.wushka.com.au/				
Purpose of use:	Wushka is a digital reading program that offers levelled reading materials to support students learning to read. Reading material is supported by comprehension quizzes and teacher support materials, and teachers can manage and track reading groups and assign reading material.				
Terms of use:	http://wuska.com.au/school-terms-and-conditions/				
Privacy policy:	http://wushka.com.au/useful-information/				

Service name:	YouTube	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://youtube.com/				
Purpose of use:	This website provides online video resources. Teachers will recommend only previously reviewed videos that align with curriculum for viewing at home.				
Terms of use:	https://www.youtube.com/t/terms				
Privacy policy:	https://www.youtube.com/yt/about/policies/#community-guidelines				

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- parent/carer of the person identified in Section 1
- the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student:

Print name of consenter:

Signature or mark of

consenter:

Date:

 /

 /

Signature or mark of student*:

Date:

 /

 /

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**
- B) when the person giving consent is an independent student under the age of 18.

→ WITNESS - for consent from an independent student or where the explanatory letter and the form were read

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of

witness:

Signature of

witness:

Date:

 /

 /

→ Statement by the person taking consent – when it is read

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent:

Signature of person taking the consent:

Date:

 /

 /
