

## USE OF TECHNOLOGIES AND CODE OF PRACTICE FORM

### PARENT/CARER TO SIGN – USE OF TECHNOLOGIES & IT PERMISSIONS

At certain times UCSSC Lake Ginninderra may use various internet and associated technologies to gather information and use for educational purposes. For example, google classroom pages, parent/teacher interview online bookings as well as online maths textbook providers. These may be facilitated by third party entities. We do not provide any personal information without the individual's knowledge or consent except when we are legally required to do so.

If you agree to UCSSC Lake Ginninderra using these technologies for yourself or the student please tick the box below.

Please tick **I agree** to UCSSC Lake Ginninderra using these technologies for myself and/or my child

If you do not agree to UCSSC Lake Ginninderra to use these technologies for yourself or the student please tick the box below.

Please tick **I do not agree** to UCSSC Lake Ginninderra using these technologies for myself and/or my child  
*(If you do not agree, the school will be in contact to determine what specific technologies you do not want used for your child)*

Parent Signature

Date:

### STUDENT TO SIGN – ACCEPTABLE USE & CODE OF PRACTICE FOR STUDENTS

The Information Technology facilities available to students at UCSSC Lake Ginninderra provide wonderful opportunities for students to engage with learning and effectively communicate with their teachers and peers. However, the dangers posed by the incorrect use of these technologies can have a significantly negative impact on a student's learning and development. This is why students must agree to adopting positive and responsible practices with Information Technology. Below is a list of important codes that will maximise a student's use of Information Technology in a productive and safe manner.

**I agree that; (please tick):**

- I will use the Directorate's Wi-Fi network for learning.
- I will use my device during school activities at the direction of the teacher.
- I will not send photographs or publish the full names of others or myself to unknown people without permission.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving personal information to strangers.
- I understand that using social media when upset or angry often leads to outcomes of regret.
- I understand that online harassment is legally the same as other forms of harassment. ie Bullying
- I understand that what I post on social media platforms such as Facebook, Snapchat & Instagram can negatively impact my future employment prospects.
- I understand that the school records where I have gone on the internet.
- I will not hack or bypass any hardware and software security implemented by the Directorate or my school.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand that disciplinary action may be taken if I do not follow this Code of Practice, which may include the loss of access to the Internet, Email, I.T Facilities and even the possible involvement of authorities.

I declare that I have read and/or understood the Education Directorate policy on the Acceptable Use of the Internet, Email, I.T Facilities and External Networks and Code of Practice.

Student Signature

Date:

## Use of Third Party Web Based Educational Services Guidelines and Mandatory Procedures

These guidelines should be read in conjunction with the *Communities Online: Acceptable Use of ICT– Parents and Students* policy 2013

The ACT Education and Training Directorate provides access to a range of online services for use in educational settings. These services are hosted on the Directorate's network and all data related to these services is contained within the ACT. These services include the Oliver library system, Adobe Connect and the Digital Backpack, but do change from time to time.

While these services are used by many students across the Directorate, they don't always meet the needs of individual classrooms or school programs. As a result, schools often use 'third party' services that exist on the external internet. These include sites like Mathletics, Edmodo, Facebook and similar websites. While each site is different, it's important to remember that these sites are not housed within the Directorate's network and as such, are not subject to the same data management policies or security measures. While the use of these sites can be an important part of a school's educational program, it is important for students, parents and guardians to understand how these sites will use personal data.

It is important that all schools understand their obligations when utilising third party web based service providers with regard to the *Information Privacy Act 2014*. It is clearly stated within this Act that releasing information about students which may include names or the opportunity for students to self-disclose their identity, without first seeking clear permission from parents and/or guardians, is in breach of the Act.

In light of this, Schools are required to be proactive and consider the curriculum to be covered during the year and determine if the services of a third party web based provider might be utilised as a component of the curriculum and the information that will be disclosed as a result of using those web based services.

- 1. Be aware that the guidelines only pertain to your school's relationship with third party web service providers. Web and software based services that are provisioned by the Directorate and Shared Services ICT have very strict rules around data sovereignty and student information is protected from external sources. There is no need to seek permission from parents or legal guardians for web services supplied by the Directorate, as this is covered by the signed consent: 'Acceptable Use of ICT Statement'.**
  - Prior to approving the implementation of third party web services that utilise student data or web services that allow students to self-disclose personal data, the Principal must ensure that they are familiar with the web service provider's privacy terms and conditions, particularly with regard to whom the provider may further disclose student's information.
- 2. Where third party web service providers require student's personal information, the school must:**
  - Notify parents/legal guardians about the service provider's requirements and its privacy terms and conditions.
  - It is important that this step is completed explicitly for each separate web service utilised by the school.
- 3. Any third party web service recommended by the school that utilises student data or allows students to self-disclose personal data can only be used by a student with signed parental/guardian approval. This approval will be accompanied by clear advice. The advice to the parent/legal guardian will include:**
  - The name of service provider and type of service provided (e.g. mathematics support, science extension, etc.)
  - Details which include a link to the service provider's website, particularly its terms and conditions.
  - The reasons why the website is collecting the information, what laws authorise the collection, what the information will be used for, and advice regarding the use of that data by any other body or service.
  - Printed details of the service provider website. In particular the terms and conditions information. Relevant information about that websites use of student data should be highlighted for ease of comprehension, allowing parents and guardians to make an informed decision about permitting the release of student information.
- 4. The school must keep a record of each approval to utilise third party web services for each student as part of their student file. The school must:**
  - Ensure that all records of the Directorate held by the school comply with the *Territory Records Act 2002*. Student Permission forms signed by parents are considered administration forms that should be placed on the Student's STUDENT ADMINISTRATION - Case Management File (Student File). These records are held for the life of the file in accordance with the following disposal class: Australasia - Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later.



## Google Apps for Education

### Student Privacy Information

Google Apps for Education provides students with access to twenty-first century learning tools to support their education, including student email. Google Apps for Education will also provide email services to students. This document provides information on the data collected during a student's use of Google Apps and Google's commitment to managing that data.

#### What data is collected?

Use of Google Apps will mean that student personal information and data will be collected by Google for the purposes of providing the Google Apps services to students. This personal information will include the student's given name, surname, student ID number and all personal information that is contained in a Google Apps service; such as information or data contained in a student's calendar or email (including text, images, photographs, sound and multimedia).

#### How is the data used?

Google stores and processes personal information solely for the purposes of providing the Google Apps service.

Google scans Gmail to keep its customers secure and to improve their product experience. In Gmail for Google Apps, this includes virus and spam protection, spell check, relevant search results and features like Priority Inbox and auto-detection of calendar events. Scanning to provide product features is done on all incoming emails and is 100% automated.

***Google Apps services do not collect or use student personal information and data for advertising purposes or to create advertising profiles.***

As part of providing its services, Google may also collect device information, log and location information as detailed in Google's Privacy Policy.

***Google will only disclose this data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.***

#### Is the data secure?

Google is committed to protecting the privacy and security of all of their users, including students. Google has strong security systems in place to keep personal information secure, including an encrypted HTTPS connection.

Google's physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Google personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

#### When is the data deleted?

Unless required by law, Google will delete Customer-Deleted Data from its systems within 180 days of the ACT Education and Training Directorate deleting a student's account.

#### Where is the data?

Google holds user data in its data centres that are located around the world.

#### Google Privacy Information

Google's approach to privacy, security and transparency with Google Apps for Education is available at <http://www.google.com/edu/privacy>

#### Further Information:

[http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html)

[https://www.google.com/intl/en/enterprise/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/enterprise/apps/terms/dpa_terms.html)

<http://www.google.com/policies/privacy/>

#### ETD Privacy Information

<http://www.det.act.gov.au/functions/privacy>



[www.det.act.gov.au](http://www.det.act.gov.au)



## Microsoft Office 365 Student Privacy Information

Microsoft Office 365 (O365) provides students with access to twenty-first century learning tools to support their education. This document provides information on the data collected during students' use of O365 and Microsoft's commitment to managing that data.

### What data is collected?

Users control the information that is transferred to, and stored by, Microsoft in O365. This may include text, images, photographs, sound and multimedia.

In addition, in the course of using the O365 service and in order to deliver the service, Microsoft's systems will generate some information such as logs about user access to the O365 services.

### How is the data used?

Microsoft does not use this collected information to track users' online activities or build profiles for behaviour analysis or other commercial purposes.

Microsoft does not use, access or collect this data for any other reason other than to provide the Office 365 services to users - in particular, Microsoft will not use or disclose user data for advertising purposes.

The ACT Education and Training Directorate has ensured through its contract with Microsoft governing the delivery of O365, that there are a number of express commitments relating to user data. These include:

- Ownership of user data rests at all times with users, and not Microsoft.
- Microsoft will meet stringent international standards that are generally acknowledged as the benchmark for providers of Online Services

### Is the data secure?

Physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Microsoft personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

Microsoft use subcontractors to perform a variety of support services for O365. Examples of these include, physical hardware maintenance, technical support and facilities services (e.g. security guards at data centre locations).



**Microsoft will only disclose data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.**

The O365 service incorporates a large number of privacy controls. Privacy controls are enabled by default for all customers of O365.

### When is the data deleted?

Microsoft will remove all user and associated data from its systems when the ACT Education and Training Directorate removes a user account from the system.

### Where is the data?

For the O365 service, user data is stored predominantly in data centres situated in Hong Kong and Singapore.

#### Microsoft Office 365 Privacy Information

Microsoft's approach to privacy, security and transparency with O365 is accessible at <http://www.trustoffice365.com>

#### Further Information:

<http://www.microsoft.com/en-us/twc>

<http://www.microsoft.com/contracts>

<http://www.microsoft.com/online/legal/2/7/docid=43>

#### ETD Privacy Information

<http://www.det.act.gov.au/functions/privacy>



[www.det.act.gov.au](http://www.det.act.gov.au)

<b>Name of Provider:</b> ACTETD <b>Type of Service:</b> An online career development and transition pathways planning <b>Website:</b> <a href="https://pathways.act.edu.au/">https://pathways.act.edu.au/</a> <b>Student Information Provided:</b> The personal information collected about the young person includes: first and last name, date of birth, educational setting and school year or equivalent <b>Terms and Conditions Link:</b> ACTETD site terms and conditions not applicable <b>Privacy Policy Link:</b> <a href="https://pathways.act.edu.au/privacy-statement">https://pathways.act.edu.au/privacy-statement</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Grok learning <b>Type of Service:</b> IT Training and competitions <b>Website:</b> <a href="https://groklearning.com/">https://groklearning.com/</a> <b>Student Information Provided:</b> Name and email <b>Terms and Conditions Link:</b> <a href="https://groklearning.com/privacy/">https://groklearning.com/privacy/</a> <b>Privacy Policy Link:</b> <a href="https://groklearning.com/privacy/">https://groklearning.com/privacy/</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Education Perfect <b>Type of Service:</b> On line Language Learning <b>Website:</b> <a href="http://worldseries.educationperfect.com/">http://worldseries.educationperfect.com/</a> <b>Student Information Provided:</b> email, names, school ID, classes <b>Terms and Conditions Link:</b> <a href="http://worldseries.educationperfect.com/privacy.html">http://worldseries.educationperfect.com/privacy.html</a> <b>Privacy Policy Link:</b> <a href="http://worldseries.educationperfect.com/privacy.html">http://worldseries.educationperfect.com/privacy.html</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> CK-12 Foundation 2015 <b>Type of Service:</b> Online Resources and Training website <b>Website:</b> <a href="http://www.ck12.org/student/">http://www.ck12.org/student/</a> <b>Student Information Provided:</b> email address <b>Terms and Conditions Link:</b> <a href="http://www.ck12.org/about/terms-of-use/">http://www.ck12.org/about/terms-of-use/</a> <b>Privacy Policy Link:</b> <a href="http://www.ck12.org/about/technology-2/privacy-policy/">http://www.ck12.org/about/technology-2/privacy-policy/</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Google <b>Type of Service:</b> Google Apps for Education <b>Please see included information for details</b>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Microsoft <b>Type of Service:</b> Office 365, online office suite <b>Please see included information for details</b>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Clickview <b>Type of Service:</b> Online video Resources <b>Website:</b> <a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a> <b>Student Information Provided:</b> email address <b>Terms and Conditions Link:</b> <a href="https://www.clickview.com.au/terms-and-conditions">https://www.clickview.com.au/terms-and-conditions</a> <b>Online terms of use:</b> <a href="https://www.clickview.com.au/clickview-online-terms">https://www.clickview.com.au/clickview-online-terms</a> <b>Privacy Policy Link:</b> <a href="https://www.clickview.com.au/privacy-policy">https://www.clickview.com.au/privacy-policy</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> Pearson <b>Type of Service:</b> Online Text Book and Resources <b>Website:</b> <a href="http://www.pearsonplaces.com.au">www.pearsonplaces.com.au</a> <b>Student Information Provided:</b> Student Name <b>Terms and Conditions Link:</b> <a href="http://www.pearson.com.au/customer-service/conditions-of-sale/">http://www.pearson.com.au/customer-service/conditions-of-sale/</a> <b>Privacy Policy Link:</b> <a href="http://www.pearson.com.au/privacy-policy/">http://www.pearson.com.au/privacy-policy/</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> CISCO Systems <b>Type of Service:</b> On line network Training <b>Website:</b> <a href="http://www.cisco.com/web/ANZ/index.html">http://www.cisco.com/web/ANZ/index.html</a> <b>Student Information Provided:</b> email, names <b>Terms and Conditions Link:</b> <a href="http://www.cisco.com/web/siteassets/legal/terms_condition.html">http://www.cisco.com/web/siteassets/legal/terms_condition.html</a> <b>Privacy Policy Link:</b> <a href="http://www.cisco.com/web/siteassets/legal/global/privacy_statement_au.html">http://www.cisco.com/web/siteassets/legal/global/privacy_statement_au.html</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent
<b>Name of Provider:</b> UNICHECK <b>Type of Service:</b> Online Plagiarism Checker <b>Website:</b> <a href="https://unicheck.com/">https://unicheck.com/</a> <b>Student Information Provided:</b> Student ID numbers, e-mail, full name, students' photo available in Classroom <b>Terms and Conditions Link:</b> <a href="https://unicheck.com/terms">https://unicheck.com/terms</a> <b>Privacy Policy Link:</b> <a href="https://unicheck.com/terms#privacy-policy">https://unicheck.com/terms#privacy-policy</a>	<input type="checkbox"/> Consent  <input type="checkbox"/> Non-consent

*Please return this form once completed.*

Student's Name: ..... Year: 11 / 12
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..... Parent/Guardian's Name	..... Parent/Guardian's Signature	...../...../..... Date
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