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# LALOR SECONDARY COLLEGE

## Personal Digital Device Policy 2015-2017

### AIM

To provide students with the opportunity to use Digital devices to enhance their learning and increase the safe use of these devices.

*Date ratified by School Council: 22<sup>nd</sup> March 2016*  
*Review date: June 2017*

## **VISION STATEMENT**

This policy has been developed to establish a community of confident, positive and digitally literate learners who embrace the changes and challenges of the 21<sup>st</sup> Century to become responsible and productive global citizens.

## **RATIONALE.**

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and connect with individuals, organisations and groups globally so as to increase 21<sup>st</sup> century skills, knowledge and abilities. Increased access to this resource through the use of digital devices enhances the ability of all school community members to engage in 21<sup>st</sup> century learning.

The ownership and use of digital devices requires that school staff, students, and parents/carers take steps to ensure that they are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits of using digital devices (such as increased safety or parental contact) can continue to be accessed by our students. Lalor Secondary College has established the following Policy for all digital devices to provide staff, students and parents/carers with guidelines and instructions for the appropriate use of these devices during school hours. In order for students to carry and use digital devices during school hours, students and their parents/carers must first read and understand this policy. This policy also applies to students during school excursions, camps and extra-curricular activities.

## **DEFINITIONS**

Digital Device refers to any portable electronic device such as mobile phones, iPods, Tablets (eg iPads), Cameras and similar devices.

## **AGREEMENT**

While a student's digital device is using the College's network infrastructure the following policies and agreements also apply:

- The College's ICT User Agreement (Appendix A - which users must agree to before logging on to the Lalor Secondary College network)
- The Department of Education and Trainings Acceptable Use Policy (which parents agree to during the enrolment process). Failure to accept and adhere to these policies will result in the student's access to BYOT privileges being revoked. Students using personal digital devices when communicating with staff must abide by relevant Cyber Safety protocols and DET guidelines.
- The Lalor Secondary College / DET Online Services Agreement and associated Risk Assessment documents are there to protect all students from potential harm through the use of online services.

## SCHOOL PROCESSES

These guidelines are for the operational use of all digital devices.

1. ***Students may only use their digital devices under the explicit instruction of a teacher when the teacher has determined the following :***
  - a) The use is directly related to learning and teaching, or to meet the learning style of students.
  - b) The use is not interfering with the learning of other students.
  - c) The learning task is enhanced with the use of a device.
  - d) The use takes into account health and safety considerations such as reasonable level of noise or sharing of ear plugs.
  - e) Privacy of other students or the teacher is not compromised by the use of such devices.
2. Students who choose to bring their own devices to school are solely responsible for their own equipment. The school will not accept any responsibility for the theft, loss, damage or health effects (potential or actual) resulting from digital device use.
3. Mobile phones must be **switched off** during class time unless required by the classroom teacher for educational purposes.
4. The sending and receiving of text messages or phone calls is not acceptable during class time unless directed by the classroom teacher. Students are not to make or answer incoming phone calls during recess or lunchtime.
5. Students must not use any mobile device to take **images** or record **conversations** of other students or staff without their consent.
6. **Internet Browsing** – Students are only to use devices that are securely connected to the Lalor Secondary College wireless network for browsing purposes. Devices that use alternate networks for browsing are not permitted for this function.
7. The teacher has the right to inspect the device at any stage throughout the lesson to ensure the above guidelines are being followed.
8. Mobile Devices must not be taken into any examination room or test, in line with VCAA policy.
9. Students who become unwell during the day must not use their mobile phone to contact their parents/guardians to collect them. Students should follow the correct procedure of visiting the general office or student manager who will make the necessary arrangements.
10. Students engaged in the inappropriate use of any digital device by harassing others through SMS, voice or picture are in breach of the LSC Anti-Bullying Policy and will receive consequences in line with the Student Code of Behaviour.

## Breach of Guidelines

### Use of a Device without Teacher Permission

**1<sup>st</sup> Breach of Rules** – Device is confiscated by classroom teacher and given back at the end of the class.

**2<sup>nd</sup> Breach of Rules** – Device is confiscated by classroom teacher and given to the general office for collection by the student at the end of the day. This must be recorded on Compass by the classroom teacher.

**3<sup>rd</sup> Breach of Rules** – Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. An after school detention will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

**4<sup>th</sup> and Subsequent Breach of Rules** - Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. An after school detention, Saturday morning detention or suspension will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

**If a student refuses to hand over their device during any stage listed above they will be issued with an after school detention and the parent notified by the student managers. Repeated refusal to hand over a device will lead to suspension.**

**Any breach of the schools Privacy Policy through the recording of images without permission will be managed through the Student Code of Behaviour – level 3I.**

### Access of Inappropriate Material or Usage Rights.

As stated in Appendix A breaches of these aspects of the policy will lead to the removal of the privilege of using school computers, bringing a digital device to school and be subject to the relevant discipline procedures based on the behaviour associated with the breach. Refer to the Code of Behaviour and Anti-Bullying Policy.

## Lalor Secondary College – Personal Computer Program

The following is an outline of the personal computers allowed at school as part of the Digital device policy.

All students at Lalor Secondary College can participate in the Personal Computer program through the following two methods.

1. Students in Years 7 to 12 are able to purchase a recommended device listed by the College for use (see attached), through the CentreCom portal.
2. Students are able to use a Lap Top that they have already purchased with the following minimum specifications for wireless network access.
  - I3 Processor
  - 4GB of RAM
  - Wireless Network Function
  - Chrome Browser (Efficiently Access Compass)
  - Windows 7 Minimum. Windows 8 and 10.

All students at our school will have censorship filtered internet and email access through participation in the above two programs. All students will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.

- An Internet Manager will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency, in line with the schools On Line Services Agreement.
- Students email access will be through the Lalor Secondary College email system.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the Internet Manager of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the relevant Student Manager or Internet Manager of inappropriate material shall include the removal of access rights.

- Signed Student Consent (See Appendix A) is required in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

**Each recommended device purchased through the CentreCom portal will be loaded with Department of Education approved software and the image configured for use on the school network. These include operating system software, anti-virus software, standard Windows and Microsoft Software and Curriculum specific software licensed to the school.**

The software and programs pre-loaded on the Personal Computer are subject to license conditions and copyright. They must not be distributed or deleted. Any software or media installed on the computer must not infringe copyright laws and must not include crude or explicit language or images, as this will contravene Lalor Secondary College's Acceptable Use Agreement and may result in the student being removed from the program.

**Lap Tops that are brought from home will only have access to the wireless network and not the school network.**

#### **Approved Devices**

All recommended devices will be sold through CentreCom, by accessing the following weblink - <https://eduportal.centrecom.com.au> Parents **must** purchase a recommended device through this link. Any device not purchased through this ordering portal will not be given access to the school network.

			
<b>Name</b>	Toshiba NB10 Netbook	Acer Iconia Switch Pro 11 , i3, W Active Stylus and KB Dock	Acer B115, 3Y, Lalor SC image
<b>Product model</b>	PU143A-00H01E_LALOR IMAGE	UT.L69SA.021-G06_LALOR IMAGE	UN.VA1SA.A09-G06_LALOR IMAGE
<b>Processor:</b>	Intel Dual Core N2810 (2.0GHz)	Intel Core i3-4012Y (up to 1.5 GHz) Dual Core	Intel Celeron Processor N2940
<b>Memory:</b>	4GB DDR3	4GB DDR3	4GB DDR3
<b>Graphics:</b>	Intel HD Graphics	Intel HD Graphics	Intel HD Graphics
<b>Screen Size:</b>	11.6" High Definition Widescreen (WXGA) (1366 x 768)	11.6" FHD 1920 x 1080 resolution, supporting multi-touch	11.6" HD 1366 x 768 resolution, anti glare
<b>Storage Size:</b>	500GB	128GB eMMC Solid State storage	128GB SSD
<b>Battery Life:</b>	Li-3 cell	Up to 6.5 hours	Up to 10 hours
<b>Networking &amp; Ports:</b>	802.11 B/G/N, Bluetooth 4.0, 2 x USB 3.0, 1 X USB 2.0, HDMI, RGB, SD Card Slot	1 x USB 3.0; 1 x USB standard port (on KB); 1 x Micro SD reader, 1 x Micros HDMI port with HDCP support; 802.22 A/B/G/N, Bluetooth 4.0	3 x USB 3.0; 1 x HDMI with HDCP support, Bluetooth 4.0, 8.2 A/B/G/N
<b>OS and Software:</b>	Windows 8 Home (64 Bit)	Windows 8.1 64 bit	Windows 8.1 Pro Academic
<b>Weight:</b>	1.5kg	850g (1.55kg with Dock)	1.32kg
<b>Manufacture Warranty:</b>	1 Year return to base	3 years on site - at school	3 years on site - at school
<b>School Image</b>	Yes ⓘ	Yes ⓘ	Yes ⓘ
<b>Extended Warranty:</b>	<input checked="" type="radio"/> Manufacturing Warranty Period (1) - return to school (+\$0.00) ⓘ <input type="radio"/> TOSHIBA 2YR EXT WARRANTY (TOTAL 3Y) (+\$120.00) ⓘ	<input checked="" type="radio"/> Manufacturing Warranty Period (3) - return to school (+\$0.00) ⓘ	<input checked="" type="radio"/> Manufacturing Warranty Period (3) - return to school (+\$0.00) ⓘ
<b>Insurance:</b>	<input checked="" type="radio"/> No Insurance (+\$0.00) <input type="radio"/> 1 Year Netbook Insurance \$50 excess (+\$77.00) ⓘ <input type="radio"/> 3 Years netbook insurance. \$50 excess (+\$165.00) ⓘ	<input checked="" type="radio"/> No Insurance (+\$0.00) <input type="radio"/> 3 Years Laptop/Convertibles/Hybrids Insurance. \$100 excess (+\$264.00) ⓘ	<input checked="" type="radio"/> No Insurance (+\$0.00) <input type="radio"/> 3 Years netbook insurance. \$50 excess (+\$165.00) ⓘ
	<b>Total: \$540.00</b>	<b>Total: \$749.00</b>	<b>Total: \$669.00</b>
	<a href="#">Choose&gt;</a>	<a href="#">Choose&gt;</a>	<a href="#">Choose&gt;</a>

These computers are examples only and are subject to change based on availability. This includes costs and accessories

## SUPPORTING DOCUMENTS

- Lalor Secondary College Code of Behaviour 2015
- Student Engagement Policy 2015-2017
- LSC Privacy Policy
- Ministerial Order No. 870 – Child Safe Standards

# APPENDIX A

## LALOR SECONDARY COLLEGE - 2016

### ACCEPTABLE USE OF COMPUTER HARDWARE, SOFTWARE AND INTERNET POLICY.

I AGREE TO USE THE INTERNET, EMAIL AND SCHOOL FACILITIES AT OUR SCHOOL IN A RESPONSIBLE MANNER FOR PURPOSES STATED BY MY TEACHER.

*Students taking formal classes in Information Technology will maintain a copy of this Agreement in their notebook.*

College Rules for Use of Hardware and Software	College Internet Rules
<ol style="list-style-type: none"> <li>1. All users must log on under their own user name and password.</li> <li>2. All users must log off using the set procedures.</li> <li>3. Students are not to pass on their own or another person's password.</li> <li>4. All hardware is to be used for school work only.</li> <li>5. Hardware must not be tampered with.</li> <li>6. Students must not tamper with the system setup, add or delete software.</li> <li>7. No food or drink is to be brought into any computer lab. (This includes chewing gum).</li> <li>8. Only a standard non-powered USB drive is permitted.</li> </ol> <p>The community of Lalor Secondary College values the diversity of our students and acknowledges the abilities and rights of all students to learn and to experience success. All students are encouraged and challenged to reach their full potential.</p>	<ol style="list-style-type: none"> <li>1. All users must abide by the generally accepted rules of network etiquette.</li> <li>2. Students must have their ID card to access library computers.</li> <li>3. The Internet is to be used for school work only.</li> <li>4. Access to inappropriate material is prohibited. If students inadvertently come across a site that displays inappropriate material they must <u>notify the classroom teacher, Internet Manager or relevant Student Manager</u> immediately so it can be blocked.</li> <li>5. Students must not use other students' internet accounts.</li> <li>6. The internet must not be used to harass any other individual. <u>Contravention of this rule will be subject to the school's Anti-Bullying Policy.</u></li> <li>7. Students and <u>parents</u> agree to the school setting up and using a g-mail account in the student's name.</li> <li>8. Use of Virtual Learning Spaces by teaching staff are legitimate learning platforms adopted by LSC that must be adhered to by LSC students when used by the classroom teacher. Eg Edmodo.</li> </ol>

### ACCEPTABLE USAGE AGREEMENT

Name: .....

Home Group: .....

I agree to work by the rules as set down in this policy. I understand that if I do not follow these rules I may lose the privilege of using school computers, bringing a digital device to school and be subject to the relevant discipline procedures.

Student Signature :- ..... (Date) .....



## Lalor Secondary College Online Services – Participation and Privacy Consent

Our school uses a range of online services to deliver its educational programs and to perform its administrative functions.

The purpose of this form is to provide you as the parent, carer or guardian (**parent**) of the student (named below) with information to decide whether to consent to:

- the student’s participation in activities that use the online services;
- the collection of yours and the student’s health information; and
- the use and disclosure of yours and the student’s personal and health information.

Where the online services relate to digital learning, this form is also provided for you to authorise the use of any of the student’s owned or derived content that is uploaded into, published on the online services.

Should you wish to know more about the online services and service providers, and how yours and the student’s personal and health information will be handled, you can access our **online services assessment** (which includes links to the terms and conditions of the service providers) from the following location: Attachment B or at <http://www.lalorsc.vic.edu.au/index.php?action=page&id=53>

Please read each part of this form carefully, including the FAQs in Attachment A. If you do not understand any part of this form, please contact the school via: 9463 7300

If you do not provide your consent to the use and disclosure of the personal and health information you and/or the student may not be able to access and benefit from the online services.

### Alternative arrangements

We recognise that there may be a range of reasons why parents do not wish to, or are unable to use or access, any or all of the online services. These reasons may include that parents do not want theirs or their children’s personal or health information:

- being used through the online services; and/or
- to be transferred outside Australia (where relevant).

If you do not wish to, or are unable to use or access, any or all of the online services, please contact the school to make alternative arrangements.

### Privacy Protection

Our school values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2001 (Vic)*. This law sets out what the school must do when it collects, uses, handles and destroys personal information.

### Use, disclosure and storage of personal and health information

The School collects the personal and health information of students for the purposes of the enrolment, administrative and educational functions of the School every year. The School wishes to use the Student’s personal and health information for the purposes of accessing and using the online services and in accordance with the School’s privacy policy located at:

[http://www.lalorsc.vic.edu.au/uploads/template/files/Privacy\\_Policy\\_2015-2017.pdf](http://www.lalorsc.vic.edu.au/uploads/template/files/Privacy_Policy_2015-2017.pdf)

### Accuracy, access and deletion

You can request access to, and correct any of your or the student’s personal or health information held by the school by written request. There may however be limitations to your rights of access, and costs associated with access, amendment and deletion to the personal and health information where it is held by a service provider.

### Withdrawing consent to participate

Your consent may be withdrawn by giving written notice to the school contact. If you withdraw consent to participate in activities that use the online services information you and/or the student may not be able to access and benefit from the online services. It also means that the personal and health information will not be further disclosed by the school to the service provider.

### Your Consent

By signing below you:

- confirm that you:
  - have received and read this Online Services Participation and Privacy and Consent Form, including Attachment A;
  - have read and understand the online services assessment;
  - understand how and for what purpose the personal and health information will be collected, used, stored and disclosed by the school and the service providers;
  - understand that consent authorising the collection, use, storage and disclosure of the personal and health information may be withdrawn at any time, but that the withdrawal of this consent may mean that you and the student may not benefit from all of the online services;
- consent to:
  - the student participating in activities that use the online services described in our online services assessment;
  - the collection of yours and the student’s health information set out in the online services assessment;
  - the use and disclosure yours and the student’s personal and health information for the purposes set out in our online services assessment;
- authorise, where the online services are used for the purposes of digital learning, the use of the content owned or derived by the student where it is uploaded into or published on the online services.

<b>Name of Student</b>	
<b>Student Signature (optional)</b>	
<b>Date</b>	___/___/____
<b>Name of Person providing consent</b>	
<b>Relationship to Student</b>	
<b>Signature of Person providing consent</b>	
<b>Date</b>	___/___/____

*If the 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 DET policy.*



## Lalor Secondary College Online Services – Participation and Privacy Consent

Some general questions are outlined in this part. If you would like more general information you may wish to read the school's privacy policy.

The school's privacy policy contains information on how we:

- manage personal information
- protect data quality and security
- retain personal and health information
- transfer personal and health information

Alternatively, you may wish to contact the privacy officer for your school to discuss how we handle personal and health information.

### Who can sign this form?

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If you or your child are under 18 years of age and not considered a mature minor – one of the following people can sign this form (whichever is applicable in the individual circumstances):

- a person who has parental responsibility for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
- a person appointed as “guardian” pursuant to the *Children Youth and Families Act 2005* (Vic)

Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways.

#### 1. Court Appointed Guardian

If you or your child have a person appointed as a “guardian” pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.

#### 2. Informal Carer

An Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. See the School Policy Advisory Guide for information on informal carers: <http://www.education.vic.gov.au/school/principals/spag/participati on/Pages/admission.aspx>.

It is important to note the following:

- The informal carer should provide an Informal Relative Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from <http://www.cryp.vic.gov.au>.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship can subsequently be contacted, their consent should be sought.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship subsequently refuses or withdraws consent, their decision prevails, and the services will cease immediately.

#### 3. Mature Minor Students

If you or your child is under 18 years of age but is considered a mature minor, he or she is able to sign their own consent form. See the School Policy Advisory Guide for information on mature minors at: <http://www.education.vic.gov.au>

#### 4. Persons who are eighteen years of age or older

If you or your child is 18 years of age or older – he or she is able to sign their own consent form unless the child is subject to a court order.

### What happens if the parents are divorced/ separated?

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The information provided in response to “Who can sign this form” will determine who can sign the consent form when parents are divorced or separated.

### What happens if a new partner, a de-facto parent or a step parent wants to sign the form?

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Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner, de-facto parent or step parent cannot sign this form.

### What happens if the child is not living with a parent or a parent cannot be located?

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The information provided in response to “Who can sign this form” will determine who can sign the consent form when the child is not living with a parent or a parent cannot be located.

### What happens if the person(s) with parental responsibility for “major long term issues” or person(s) with guardianship disagree on the provision of the service?

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Consent should be sought from all persons that have parental responsibility for “major long term issues” or who have “guardianship” of the child .

If consent is received from at least one person with parental responsibility for “major long term issues” or a person who has guardianship the services can be provided.

However if another person with parental responsibility for “major long term issues” or a person who has guardianship refuses consent for the services, the services should not proceed. If services have already commenced they must cease unless there is a serious or imminent threat to the life, health, safety or welfare of the child.

The school should meet with the person(s) with parental responsibility for major long term issues or the person(s) with guardianship to obtain appropriate consent from all relevant parties. If this cannot be achieved through a meeting, the parties may need to be referred to mediation, a tribunal or court as necessary.

### What should schools do with this form?

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The original form and documentary evidence relating to parental responsibility, guardianship or informal carer status must be retained by the school to demonstrate consent was appropriately given. A copy of this form will be provided to Pearson.

A copy of the consent form and documentary evidence must also be provided to the SSS Psychologist.

The consent form may be uploaded into the Student Online Case System (SOCS) as part of the case preparation process.

### What is personal information?

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**Personal information** is “information or an opinion (including information or an opinion which is on a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion”.

### What is health information?

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**Health information** is “information or an opinion about:

- the physical, mental or psychological health of an individual



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- the disability of an individual
- an individual's expressed wishes about the provision of services to him or her, which is also personal information".



## Lalor Secondary College Online Services – Participation and Privacy Consent

General Information				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps For Education
URL of the Service	<a href="http://webmail.bhnps.vic.edu.au/">http://webmail.bhnps.vic.edu.au/</a>	<a href="http://global2.vic.edu.au/">http://global2.vic.edu.au/</a>	<a href="https://www.edmodo.com/">https://www.edmodo.com/</a>	<a href="http://office.microsoft.com/en-au/academic/">http://office.microsoft.com/en-au/academic/</a>
What does the online service provide?	An email service for student use.	Digital Portfolios, ICT programs, eLearning and Cyber Safe Social Media (messaging, forum posting, profile page, friends, webpage development) for P to 9 Schools	Edmodo is an innovative virtual learning space (VLS) and social network (messaging, posting, work submission, surveys and quizzes) that makes it easy to create and share academic content.	Google Apps for Education provides online storage (called Drive) for students and staff. This provides students and staff “24/7” access to any files they store in the online space. Using Drive, students and staff can also view, comment and collaborate on each other’s documents provided the document owner has given the appropriate permission.
Who is the service provider?	Netspace/iinet	Department of education and Training	Edmodo	Google <a href="http://www.google.com.au/intl/en/about">http://www.google.com.au/intl/en/about</a>
Who will administer the technology?	The school’s ICT Coordinator.	The school’s ICT Coordinator.	The school’s ICT Coordinator.	The school’s ICT Coordinator.
How will the school be using the service?	<ul style="list-style-type: none"> <li>• Students to email work to one another;</li> <li>• Students to communicate in relation to work or school set tasks.</li> <li>• Students to explore email as a concept and learn about how it works.</li> <li>• Under teacher direction, students may use the email to contact external members of the community for learning or school purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Students to message, post in forums, on walls in relation or for set learning tasks;</li> <li>• Students to produce a digital portfolio, upload work samples and receive feedback from staff.</li> <li>• Students will complete eLearning courses and learn how to be safer with social media tools by using them.</li> <li>• Students to explore social</li> </ul>	<ul style="list-style-type: none"> <li>• Students to message, post in forums, on walls in relation or for set learning tasks;</li> <li>• Students to produce a digital portfolio, upload work samples and receive feedback from staff.</li> <li>• Students will complete eLearning courses and learn how to be safer with social media tools by using them.</li> <li>• Students to explore social media as a concept and learn</li> </ul>	<ul style="list-style-type: none"> <li>• Lalor Secondary College will use Google Apps for Education to:               <ul style="list-style-type: none"> <li>• Save and work on documents in a secure cloud-based system, providing 24/7 access to student work.</li> <li>• Allow students to create and edit files in an online environment, eliminating the need for students to purchase software at home.</li> <li>• Allow students and staff to</li> </ul> </li> </ul>



## Lalor Secondary College Online Services – Participation and Privacy Consent

		<p>media as a concept and learn about how it works.</p> <ul style="list-style-type: none"> <li>• Under teacher direction, students may use the service to contact other members of the Edublogs site for learning purposes.</li> </ul>	<p>about how it works.</p> <ul style="list-style-type: none"> <li>• Under teacher direction, students may use the service to contact other members of the Schoology site for learning purposes.</li> </ul>	<p>share and collaborate on documents online.</p> <ul style="list-style-type: none"> <li>• Provide students with access to files created by staff for student learning.</li> <li>• Provide staff with access to files created by students for checking and assessment.</li> <li>• Allow the creation of Digital Portfolios through Google Sites to showcase student work to teachers, and in some cases the wider community.</li> </ul>
<p>Where can information about the online service be found?</p>	<p><a href="#">Privacy Policy</a></p>	<p><a href="#">Disclaimer</a></p> <p><a href="#">Terms &amp; Conditions</a></p> <p><a href="#">Code of Conduct</a></p> <p><a href="#">Privacy Policy</a></p> <p><a href="#">Overview of the site</a></p>	<p><a href="#">Privacy Policy &amp; Terms of Use</a></p> <p><a href="#">Overview of the Site</a></p>	<p>Information about Google Apps for Education can be found at:  <a href="https://www.google.com/work/apps/education">https://www.google.com/work/apps/education</a></p>



## Lalor Secondary College Online Services – Participation and Privacy Consent

Personal Information – Use and Disclosure By the School				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps for Education (GAPE)
<p><i>What personal information of individuals will the school use and disclose to the service provider?</i></p>	<ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Cases Code (username)</li> </ul>	<ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• School Name</li> <li>• Cases Code (username)</li> <li>• School Email Address</li> </ul>	<ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Class name</li> <li>• Teacher's Full Name</li> <li>• School Name</li> <li>• Cases Code (username)</li> <li>• School Email Address</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the name of the school, Lalor Secondary College provides Google with each student's:               <ul style="list-style-type: none"> <li>• Cases number</li> <li>• First name and surname</li> <li>• School email address</li> <li>• Additionally, each student's college password is synced with Google Apps. This does not mean that anybody can see students' passwords. Passwords can only be reset by administrators, not actually read.</li> </ul> </li> </ul>
<p><i>How will the school use the personal information of individuals?</i></p>	<p>Service Provider:</p> <ul style="list-style-type: none"> <li>• First and Last name registered against the users email address (but not in the address).</li> <li>• Cases code form the email address.</li> </ul> <p>School:</p> <ul style="list-style-type: none"> <li>• Names kept alongside registered emails.</li> <li>• Cases code form the email address.</li> <li>• Download and maintain an offline copy of the addresses and associated names.</li> </ul>	<p>Service Provider:</p> <ul style="list-style-type: none"> <li>• First and Last name forms the username.</li> </ul> <p>School:</p> <ul style="list-style-type: none"> <li>• Names kept alongside registered accounts.</li> <li>• Download and maintain an offline copy of the usernames and passwords.</li> </ul>	<p>Service Provider:</p> <ul style="list-style-type: none"> <li>• First and Last name forms the username.</li> <li>• Students are registered to a class with a teacher. Can be several classes/teachers</li> </ul> <p>School:</p> <ul style="list-style-type: none"> <li>• Names kept alongside registered accounts.</li> <li>• Teacher is able to change student password</li> </ul>	<ul style="list-style-type: none"> <li>• The school uses this information to uniquely identify each student, ensuring that they log into the correct Google Apps account and teachers can tell which student's work they are looking at.</li> </ul>
<p><i>Where will the service provider store the personal information disclosed to it?</i></p>	<p>Victoria</p>		<p>CA, United States</p>	<p>Google will store the personal information provided by Lalor Secondary College in data centres around the world. You can find information about this at the following URL:  <a href="https://support.google.com/a/answer/60762?hl=en">https://support.google.com/a/answer/60762?hl=en</a></p>
<p><i>What school policies</i></p>	<ul style="list-style-type: none"> <li>• Lalor Secondary College Privacy Policy</li> <li>• Lalor Secondary College Personal Digital Device Policy</li> </ul>			



## Lalor Secondary College Online Services – Participation and Privacy Consent

<i>will apply to the use of the online service?</i>	<ul style="list-style-type: none"> <li>• Lalor Secondary College Learning, Assessment and Reporting Policy</li> <li>• Lalor Secondary College Student Code of Behaviour</li> <li>• Lalor Secondary College Anti-Bullying Policy</li> </ul>			
<i>Will the school be able to access and retrieve all content, including messages or other communications from the online service?</i>	<ul style="list-style-type: none"> <li>• Messages that are inappropriate are sent to an administrator account run by the school.</li> <li>• School can access and view any students account.</li> <li>• Students accounts, along with emails, can be deleted by the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Messages and posts are watched by an administrator of the site who flags it with the school if there is an issue.</li> <li>• School can access and view any student account if necessary.</li> <li>• School can request deletion of any student account and content which is actionable within 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Messages and posts are public to the teacher by default.</li> <li>• School can access and view any student account if necessary.</li> <li>• School can delete any student account and content.</li> </ul>	<ul style="list-style-type: none"> <li>• Domain administrators can access all user-generated content. However, this will only be done if there is as ted serious breach of one or more of the policies listed above.</li> </ul>
<i>Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?</i>	NO	NO	NO	Teachers will provide printed copies of any materials stored on and distributed via their Google Drive if a student has chosen to opt out of the service. Students who have opted out of the service may submit work in printed form.



## Lalor Secondary College Online Services – Participation and Privacy Consent

<b>Personal Information – Collection by Service Provider</b>				
Name of the Service	DEECD Netspace/iinet Email Service	eduPLEX	Schoology	Google Apps for Education
<i>How will the service provider use personal information of individuals that is collected from the school?</i>	<ul style="list-style-type: none"> <li>Used to create accounts to use the service.</li> </ul>	<ul style="list-style-type: none"> <li>Used to create accounts to use the service.</li> </ul>	<ul style="list-style-type: none"> <li>Used to create accounts to use the service.</li> </ul>	<ul style="list-style-type: none"> <li>Google uses the personal information provided by the college to uniquely identify each user and to allow teachers to easily identify individual students.</li> </ul>
<i>What personal information of individuals will the service provider collect in the course of the use of the online service?</i>	<ul style="list-style-type: none"> <li>Anonymised usage data.</li> </ul>	<ul style="list-style-type: none"> <li>Anonymised usage data.</li> </ul>	<ul style="list-style-type: none"> <li>Anonymised usage data.</li> </ul>	<ul style="list-style-type: none"> <li>Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.</li> </ul>
<i>How will the service provider use personal information collected in the course of an individual's use of the online service?</i>	<ul style="list-style-type: none"> <li>It may be used to help improve the product or service.</li> </ul>	<ul style="list-style-type: none"> <li>It may be used to help improve the product or service.</li> </ul>	<ul style="list-style-type: none"> <li>It may be used to help improve the product or service.</li> </ul>	<ul style="list-style-type: none"> <li>Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.</li> </ul>



## Lalor Secondary College Online Services – Participation and Privacy Consent

Copyright				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps for Education
<p><i>What content or works will individuals share in the course of their use of the online service?</i></p>	<ul style="list-style-type: none"> <li>• art work or photographs</li> <li>• video or digital story</li> <li>• comments and insights on information</li> <li>• school projects and assessment materials</li> <li>• podcasts and other streaming outputs</li> <li>• email content</li> <li>• written work, such as assignments, essays or poetry</li> <li>• communication with peers</li> </ul>	<ul style="list-style-type: none"> <li>• art work or photographs</li> <li>• video or digital story</li> <li>• comments and insights on information</li> <li>• school projects and assessment materials</li> <li>• podcasts and other streaming outputs</li> <li>• message, posts and forum content</li> <li>• written work, such as assignments, essays or poetry</li> <li>• communication with peers</li> <li>• Assessment data</li> </ul>	<ul style="list-style-type: none"> <li>• art work or photographs</li> <li>• video or digital story</li> <li>• comments and insights on information</li> <li>• school projects and assessment materials</li> <li>• podcasts and other streaming outputs</li> <li>• message, posts and forum content</li> <li>• quiz and test data</li> <li>• written work, such as assignments, essays or poetry</li> <li>• communication with peers</li> <li>• Assessment data</li> </ul>	<p>Any digital files can be stored in students' Google Drives.</p>
<p><i>Who will be able to see the content or work?</i></p>	<ul style="list-style-type: none"> <li>• Anyone who has received the email addressed to them.</li> <li>• ICT Coordinator logon to student account.</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone who has received the message, post or forum post.</li> <li>• Anyone whom the page (which holds work) is shared to.</li> <li>• ICT Coordinator logon to student account.</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone who has received the message, post or forum post.</li> <li>• Anyone whom the page (which holds work) is shared to.</li> <li>• ICT Coordinator logon to student account.</li> </ul>	<p>Students can choose who has access to each individual file in their Google Drive. The only exception to this is in the case of a suspected serious breach of one or more Acceptable Use policies as outlined above. In this case the administrator and leadership team of the school may access a student's Drive.</p>
<p><i>Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?</i></p>	<ul style="list-style-type: none"> <li>• The school ONLY will have the right to use and republish student work in addition to the student.</li> </ul>	<p>The school ONLY will have the right to use and republish student work in addition to the student.</p>	<p>The school ONLY will have the right to use and republish student work in addition to the student.</p>	<p>Students retain copyright over all work that they produce. The school may request a licence for use of student work. The decision to grant this licence rests with the student.</p>
<p><i>If the school wants to use and reproduce the</i></p>	<p>Work will be:</p> <ul style="list-style-type: none"> <li>• Printed by the teacher;</li> </ul>	<p>Work will be:</p> <ul style="list-style-type: none"> <li>• Viewable by the company's</li> </ul>	<p>Work will be:</p> <ul style="list-style-type: none"> <li>• Printed by the teacher;</li> </ul>	<p>The school may request a licence to use</p>



## Lalor Secondary College Online Services – Participation and Privacy Consent

<p><i>works of students, what types of work, how and where will it be used or reproduced?</i></p>	<ul style="list-style-type: none"> <li>• Printed by another student whom it has been addressed to;</li> <li>• Viewed or read by another person who it has been sent to;</li> <li>• Used by other students to make collaborative works.</li> </ul> <p>Used as promotional material on the:</p> <ul style="list-style-type: none"> <li>• school website;</li> <li>• school bulletin;</li> <li>• school notes;</li> <li>• notices/flyers;</li> <li>• school blogs.</li> <li>• Social Media</li> </ul>	<p>administrator.</p> <ul style="list-style-type: none"> <li>• Printed by the teacher;</li> <li>• Printed by another student whom it has been addressed to;</li> <li>• Used by other students to make collaborative works;</li> <li>• Shared with a teacher for assessment purposes.</li> <li>• Shown to a parent by a students for assessment purposes;</li> <li>• Work can be shared with friends, small groups or entire (multiple schools) EduBlogs community [this is strictly forbidden by our school].</li> </ul> <p>Used as promotional material on the:</p> <ul style="list-style-type: none"> <li>• school website;</li> <li>• school bulletin;</li> <li>• school notes;</li> <li>• notices/flyers;</li> <li>• school blogs.</li> <li>• Social Media</li> </ul>	<ul style="list-style-type: none"> <li>• Printed by another student whom it has been addressed to;</li> <li>• Used by other students to make collaborative works;</li> <li>• Shared with a teacher for assessment purposes.</li> </ul> <p>Shown to a parent by a students for assessment purposes.</p> <p>Used as promotional material on the:</p> <ul style="list-style-type: none"> <li>• school website;</li> <li>• school bulletin;</li> <li>• school notes;</li> <li>• notices/flyers;</li> <li>• school blogs.</li> <li>• Social Media</li> </ul>	<p>student work including:</p> <ul style="list-style-type: none"> <li>- Written Work</li> <li>- Images e Video e Music/Audio</li> <li>- Any combination of the above</li> </ul> <p>These works may be used for:</p> <ul style="list-style-type: none"> <li>- Professional Development of teachers within and outside the college</li> <li>- Student support materials (used as exemplars)</li> <li>- Promotion of the college</li> </ul> <p>Works could be printed, distributed online or by digital storage media.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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