



Online Services Assessment LALOR SECONDARY COLLEGE

General Information				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps For Education
URL of the Service	http://webmail.bhnps.vic.edu.au/	http://global2.vic.edu.au/	https://www.edmodo.com/	http://office.microsoft.com/en-au/academic/
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 http://www.google.com.au/intl/en/about
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"> • Students to email work to one another; • Students to communicate in relation to work or school set tasks. • Students to explore email as a concept and learn about how it works. • Under teacher direction, students may use the email to contact external members of the community for learning or school purposes. 	<ul style="list-style-type: none"> • Students to message, post in forums, on walls in relation or for set learning tasks; • Students to produce a digital portfolio, upload work samples and receive feedback from staff. • Students will complete eLearning courses and learn how to be safer with social media tools by using them. • Students to explore social media as a concept and learn about how it works. • Under teacher direction, 	<ul style="list-style-type: none"> • Students to message, post in forums, on walls in relation or for set learning tasks; • Students to produce a digital portfolio, upload work samples and receive feedback from staff. • Students will complete eLearning courses and learn how to be safer with social media tools by using them. • Students to explore social media as a concept and learn about how it works. • Under teacher direction, students may use the service to contact 	<ul style="list-style-type: none"> • Lalor Secondary College will use Google Apps for Education to: • Save and work on documents in a secure cloud-based system, providing 24/7 access to student work. • Allow students to create and edit files in an online environment, eliminating the need for students to purchase software at home. • Allow students and staff to share and collaborate on documents online. • Provide students with access to



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		students may use the service to contact other members of the Edublogs site for learning purposes.	other members of the Schoology site for learning purposes.	files created by staff for student learning. <ul style="list-style-type: none"> Provide staff with access to files created by students for checking and assessment. Allow the creation of Digital Portfolios through Google Sites to showcase student work to teachers, and in some cases the wider community.
Where can information about the online service be found?	Privacy Policy	Disclaimer Terms & Conditions Code of Conduct Privacy Policy Overview of the site	Privacy Policy & Terms of Use Overview of the Site	Information about Google Apps for Education can be found at: https://www.google.com/work/apps/education

Personal Information – Use and Disclosure By the School				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps for Education (GAPE)
<i>What personal information of individuals will the school use and disclose to the service provider?</i>	<ul style="list-style-type: none"> First Name Last Name Cases Code (username) 	<ul style="list-style-type: none"> First Name Last Name School Name Cases Code (username) School Email Address 	<ul style="list-style-type: none"> First Name Last Name Class name Teacher's Full Name School Name Cases Code (username) School Email Address 	<ul style="list-style-type: none"> In addition to the name of the school, Lalor Secondary College provides Google with each student's: <ul style="list-style-type: none"> Cases number First name and surname School email address Additionally, each student's college password is synced with



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				Google Apps. This does not mean that anybody can see students' passwords. Passwords can only be reset by administrators, not actually read.
<i>How will the school use the personal information of individuals?</i>	<p>Service Provider:</p> <ul style="list-style-type: none"> • First and Last name registered against the users email address (but not in the address). • Cases code form the email address. <p>School:</p> <ul style="list-style-type: none"> • Names kept alongside registered emails. • Cases code form the email address. • Download and maintain an offline copy of the addresses and associated names. 	<p>Service Provider:</p> <ul style="list-style-type: none"> • First and Last name forms the username. <p>School:</p> <ul style="list-style-type: none"> • Names kept alongside registered accounts. • Download and maintain an offline copy of the usernames and passwords. 	<p>Service Provider:</p> <ul style="list-style-type: none"> • First and Last name forms the username. • Students are registered to a class with a teacher. Can be several classes/teachers <p>School:</p> <ul style="list-style-type: none"> • Names kept alongside registered accounts. • Teacher is able to change student password 	<ul style="list-style-type: none"> • 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.
<i>Where will the service provider store the personal information disclosed to it?</i>	Victoria		CA, United States	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: https://support.google.com/a/answer/60762?hl=en
<i>What school policies will apply to the use of the online service?</i>	<ul style="list-style-type: none"> • Lalor Secondary College Privacy Policy • Lalor Secondary College Personal Digital Device Policy • Lalor Secondary College Learning, Assessment and Reporting Policy • Lalor Secondary College Student Code of Behaviour • Lalor Secondary College Anti-Bullying Policy 			
<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"> • Messages that are inappropriate are sent to an administrator account run by the school. • School can access and view any students account. • Students accounts, along with emails, can be deleted by the school. 	<ul style="list-style-type: none"> • Messages and posts are watched by an administrator of the site who flags it with the school if there is an issue. • School can access and view any student account if necessary. • School can request deletion of any student account and content which is actionable 	<ul style="list-style-type: none"> • Messages and posts are public to the teacher by default. • School can access and view any student account if necessary. • School can delete any student account and content. 	<ul style="list-style-type: none"> • 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.



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		within 24 hours.		
<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.

Personal Information – Collection by Service Provider				
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</i>	<ul style="list-style-type: none"> Used to create accounts to use the service. 	<ul style="list-style-type: none"> Used to create accounts to use the service. 	<ul style="list-style-type: none"> Used to create accounts to use the service. 	<ul style="list-style-type: none"> Google uses the personal information provided by the college to uniquely identify each user and



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<i>that is collected from the school?</i>				to allow teachers to easily identify individual students.
<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"> Anonymised usage data. 	<ul style="list-style-type: none"> Anonymised usage data. 	<ul style="list-style-type: none"> Anonymised usage data. 	<ul style="list-style-type: none"> Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.
<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"> It may be used to help improve the product or service. 	<ul style="list-style-type: none"> It may be used to help improve the product or service. 	<ul style="list-style-type: none"> It may be used to help improve the product or service. 	<ul style="list-style-type: none"> Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.

Copyright				
Name of the Service	DEECD Netspace/iinet Email Service	EduBlogs	Edmodo	Google Apps for Education
<i>What content or works will individuals share in the course of their use of the online service?</i>	<ul style="list-style-type: none"> art work or photographs video or digital story comments and insights on information school projects and assessment materials podcasts and other streaming 	<ul style="list-style-type: none"> art work or photographs video or digital story comments and insights on information school projects and assessment materials podcasts and other streaming 	<ul style="list-style-type: none"> art work or photographs video or digital story comments and insights on information school projects and assessment materials podcasts and other streaming 	Any digital files can be stored in students' Google Drives.



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	<p>outputs</p> <ul style="list-style-type: none"> • email content • written work, such as assignments, essays or poetry • communication with peers 	<p>outputs</p> <ul style="list-style-type: none"> • message, posts and forum content • written work, such as assignments, essays or poetry • communication with peers • Assessment data 	<p>outputs</p> <ul style="list-style-type: none"> • message, posts and forum content • quiz and test data • written work, such as assignments, essays or poetry • communication with peers • Assessment data 	
<p><i>Who will be able to see the content or work?</i></p>	<ul style="list-style-type: none"> • Anyone who has received the email addressed to them. • ICT Coordinator logon to student account. 	<ul style="list-style-type: none"> • Anyone who has received the message, post or forum post. • Anyone whom the page (which holds work) is shared to. • ICT Coordinator logon to student account. 	<ul style="list-style-type: none"> • Anyone who has received the message, post or forum post. • Anyone whom the page (which holds work) is shared to. • ICT Coordinator logon to student account. 	<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"> • The school ONLY will have the right to use and republish student work in addition to the student. 	<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 works of students, what types of work, how and where will it be used or reproduced?</i></p>	<p>Work will be:</p> <ul style="list-style-type: none"> • Printed by the teacher; • Printed by another student whom it has been addressed to; • Viewed or read by another person who it has been sent to; • Used by other students to make collaborative works. <p>Used as promotional material on the:</p> <ul style="list-style-type: none"> • school website; • school bulletin; • school notes; 	<p>Work will be:</p> <ul style="list-style-type: none"> • Viewable by the company's administrator. • Printed by the teacher; • Printed by another student whom it has been addressed to; • Used by other students to make collaborative works; • Shared with a teacher for assessment purposes. • Shown to a parent by a students for assessment purposes; 	<p>Work will be:</p> <ul style="list-style-type: none"> • Printed by the teacher; • Printed by another student whom it has been addressed to; • Used by other students to make collaborative works; • Shared with a teacher for assessment purposes. <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"> • school website; 	<p>The school may request a licence to use student work including:</p> <ul style="list-style-type: none"> - Written Work - Images e Video e Music/Audio - Any combination of the above <p>These works may be used for:</p> <ul style="list-style-type: none"> - Professional Development of teachers within and outside the college - Student support materials (used as exemplars)



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	<ul style="list-style-type: none">• notices/flyers;• school blogs.• Social Media	<ul style="list-style-type: none">• Work can be shared with friends, small groups or entire (multiple schools) EduBlogs community [this is strictly forbidden by our school]. <p>Used as promotional material on the:</p> <ul style="list-style-type: none">• school website;• school bulletin;• school notes;• notices/flyers;• school blogs.• Social Media	<ul style="list-style-type: none">• school bulletin;• school notes;• notices/flyers;• school blogs.• Social Media	<ul style="list-style-type: none">- Promotion of the college Works could be printed, distributed online or by digital storage media.•
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