



Online Service Information

At Lalor Secondary College we use a range of digital online services to enhance your child's learning and to make the administration of the college possible. Whenever your child's personal information is stored by such a service we will inform you of the nature of the service, why we think it is an important element of your child's education and the nature of the information stored.

General Information	
What is the online service called?	Google Apps for Education (GAFE).
What does the online service provide?	<p>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.</p> <p>Additionally, Google Apps provides a standard suite of applications for creating and editing files online. Currently the college has enabled:</p> <ul style="list-style-type: none"> • Google Docs – for creating and presenting word processing documents • Google Sheets – for creating and editing spread sheets • Google Slides – for creating, editing and presenting presentations. • Google Sites – for creating, editing and hosting web pages. <p>Additionally, Google Apps provides a service called Google Classroom which allows teachers to set assignments and students to complete and submit the assignments set by teachers.</p> <p>The college can also enable third-party applications for students and staff. Any third-party applications enabled by the college will appear here in future.</p>
Who is the service provider?	Google http://www.google.com.au/intl/en/about
Who will administer the technology at the school?	Google Apps for Education at Lalor Secondary College will be administered by the eLearning Coordinator — Mr Lee Burns, under the supervision of the Assistant Principal in charge of Technology – Mr Corey Jewell and the Principal – Ms Silvana Sena.
How will the school be using the online Service?	<p>Lalor Secondary College will use Google Apps for Education to:</p> <p>Save and work on documents in a secure cloud-based system, providing 24/7 access to student work.</p> <p>Allow students to create and edit files in an online environment, eliminating the need for students to purchase software at home.</p> <p>Allow students and staff to share and collaborate on documents online.</p>



	<p>Provide students with access to files created by staff for student learning.</p> <p>Provide staff with access to files created by students for checking and assessment.</p> <p>Allow the creation of Digital Portfolios through Google Sites to showcase student work to teachers, and in some cases the wider community.</p>
Where can information about the service be found?	Information about Google Apps for Education can be found at: https://www.google.com/work/apps/education
Personal Information - Use and Disclosure by School	
What personal information of individuals will the school use and disclose to the service provider?	<p>In addition to the name of the school, Lalor Secondary College provides Google with each student's:</p> <p>Cases number</p> <p>First name and surname</p> <p>School email address</p> <p>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.</p>
How will the school use the personal information of individuals?	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.
Where will the service provider store the personal information disclosed to it?	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
What school policies will apply to the use of the online service?	<p>Lalor Secondary College Privacy Policy</p> <p>Lalor Secondary College Personal Digital Device Policy</p> <p>Lalor Secondary College Learning, Assessment and Reporting Policy</p> <p>Lalor Secondary College Student Code of Behaviour</p> <p>Lalor Secondary College Anti-Bullying Policy</p>
Will the school be able to access and retrieve all content, including messages or other communications from the online service?	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.
Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?	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 the Service Provider	
How will the service provider use personal information of individuals that is collected from the School?	Google uses the personal information provided by the college to uniquely identify each user and to allow teachers to easily identify individual students.
What personal information of individuals will the service provider collect in the course of the use of the online service?	Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.
How will the service provider use personal information collected in the course of an individual's use of the online service?	Google does not collect personal information of Google Apps for Education Users beyond that which is provided by the college.
Copyright	
What content of works will individuals share in the course of their use of the online service?	Any digital files can be stored in students' Google Drives.
Who will be able to see the content or work?	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.
Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?	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.
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?	<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 These works may be used for: - Professional Development of teachers within and outside the college - Student support materials (used as exemplars) - Promotion of the college Works could be printed, distributed online or by digital storage media.



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