

Online Services at Canterbury Girls' Secondary School - April 2021

What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

- 1) teaching and learning;
- 2) communication and engagement with parents;
- 3) student administration;
- 4) school management;
- 5) complying with legal requirements; and
- 6) other purposes stated in the [Schools' Privacy Policy](#).

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles](#). Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

What content and materials will be shared through the online services?

Students may have the ability to create, store and share any school work related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

What school polices and support apply to these services?

The following school policies and documents apply: Acceptable Use Agreements, Student Engagement Policy and Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours.

If you wish to request access to your or your child's information, or have any questions, please contact Ms Georgina Padula at gpa@cgsc.vic.edu.au.

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Compass	* teaching and learning * parent communication and engagement * student administration * school management	Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Assessment eCases ID Parent Details	Australia	Student Teacher Administrator Parent
Passtab	*school management (onsite attendance and visitor management)	Student Full Name Student ID	Australia	Student Staff