

Online Services at Patterson River Secondary College – 14/04/2024

What type of online services are used at our school?

Our college 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 college 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.

Please click this link to read important [privacy information for parents, guardians and carers](#).

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, Photography and Filming Policy, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from the college website under the link "Our college" then "[Policies & Reports](#)" - <https://www.prsc.vic.edu.au/our-college/document-resource-centre/>

If you wish to request access to your or your child's information, or have any questions, please contact Pennie Whiteman at 03 8770 6700.

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 Health and Welfare Information Student Behavioural Information Student Assessment eCases ID Parent Details Staff Details	Australia	Student Teacher Administrator Parent

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Microsoft Office 365	Various subjects *communication and engagement with Students	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment Student Photo Staff Details	Australia	Student, Teacher Administrator
Mathspace	Mathspace * communication and engagement with parents	Student Full Name Student Year Level Student Class Student Work Student Assessment Student Email Staff Details	Overseas	Student Teacher
Elastik	Literacy Numeracy * communication and engagement with Students	Student Full Name Student Year Level Student Class Student Work Student Assessment Staff Details	Overseas	Student Teacher

Acer PAT	Testing for: - Reading - Maths - Science	Student Full Name Student Year Level Student Class Student Work Student Assessment Staff Details	Australia	Student, Teacher Administrator
Career Tools	Career Pathways	Student Full Name Student Year Level Student Email	Overseas	Student, Teacher Administrator
Freshdesk	IT Fault reporting	Student Full Name Student Email Staff details	Overseas	Student, Teacher Administrator
Edval	Creating timetables	Student Full Name Student Year Level Student Class Staff details	Australia	Student, Teacher
OnShape	Producing shop drawing for STEM related subjects	Student full name Student email Graduation year School address Student work	Overseas	Student, Teacher
TinkerCad	Producing shop drawing for STEM related subjects	Staff details Student alias	Overseas	Student, Teacher
Education Perfect	Online teaching and learning program	Student Full Name Student email Student ID (optional) Teacher's Full Name Class Name Class Subject Class Year Level Class Code (optional)	Australia	Student, Teacher
ImmerseMe	Online virtual reality teaching and learning program	Student Full Name Student email	Australia	Student, Teacher
eSchools	School Administration	Staff Details Contractor information	Australia	Teacher, Contractors
SAMS 4 School	School Administration	Staff Details Contractor information	Australia	Teacher, Contractors
Campion	Booklists and book purchasing	Student Full Name Student email Class Name Class Year Level	Australia	Student

Q-Global	Clinical Assessments (e.g. Vineland-3)	Student Name Student DOB Student Age Student Gender	Australia	Administrator
WPS	Clinical Assessments (e.g. SRS-2)	Student Name Student DOB Student Age Student Gender	United States	Administrator
Canva	Design and desktop Publishing	Student Full Name Student Email address	Australia	Student, Teacher, Administrator
GROK	Self-paced Programming coursework	Student Full Name Student Email Address School Name	Australia	Student, Teacher, Administrator
Scratch	Block Coding	Student Full Name Student Email Address	United States	Student, Teacher
MS Make Code	Coding for a range of platforms	Student Full Name Student Email Address	United States	Student, Teacher
Eventbrite	Event booking	Student Full Name Parent Full Name Staff Full Name	United States	Student, Teacher, Parent
Sportplan	Sports Lesson Planning	Teacher Full name Teacher email address	United Kingdom	Teacher
iVET	VET Student Coursework	Student Full name Student Email Student Year level Teacher Full Name Teacher Email	Australia	Student, Teacher
Filmora	Art video editing and creation	Student Full name Student Email Teacher Full Name Teacher Email	China	Student, Teacher
CapCut	Art Video/image editing and creation	Student Full name Student Email Teacher Full Name Teacher Email	China	Student, Teacher
Echo Education	Student Research resource	Generic Single Whole School login	Australia	Student, Teacher

Smart Library	Library management system	Student Full Name Student Year Level Student Form Code Parent Full Name Parent Email Teacher Full Name Teacher Contact Number	Australia	Student, Teacher, Parent, Administrator
Bandlab for Education	Music composition	Student email username	EU	Teacher, Administrator
Soundtrap	Music composition	Student email username	United States	Teacher, Student
Noteflight	Music composition	Student email username	United States	Teacher, Student
Banqer	Vm Numeracy	Student email Student name username	Australia/NZ	Teacher Student
Other online services used for short periods	Various subjects * Parent communication and engagement (if applicable)	Student First Name (and Initial) Student Class Student Work	Victoria, Australia or Overseas	None or Teacher only