Online Services at Numurkah Secondary College - Date of update 20th October 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.

Please click this link to read important privacy information for parents, guardians, and carers. Please note the Collection statement – Enrolment will be provided to parents and carers with the Student Enrolment Form.

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 schoolwork 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 school policies.

If you wish to request access to your or your child's information, or have any questions, please contact Claire Kelly, Numurkah Secondary College Principal and Christopher Barnard, Numurkah Secondary College Leading Teacher at 03 5862 1088.

Online services used for multiple purposes

Online Service	Purpose	Information type	Data Storage Location	Accounts
Google Workspace for Education (DET Tenant)	* teaching and learning * collaboration * cloud storage	Student department username Student department email address Student year group School name Any personal system settings such as language, and any content created by a student (including text, images, sound, and multimedia)	Google's global data centres – Overseas. Various places in the world, including US, Europe, Chile, Taiwan, and Singapore	Student Teacher Administrator School based staff
Microsoft 365 (DET Tenant)	* teaching and learning * collaboration * cloud storage * virtual meetings	Student department username Student department email address Student year group School name Any personal system settings such as language, and any content created by a student (including text, images, sound, and multimedia)	Student data is stored across Microsoft's data centres in Australia except for Microsoft Sway and Microsoft Forms data which is stored in the United States of America	Student Teacher Administrator School based staff
Adobe Creative Cloud	*teaching and learning *collaboration *web and multimedia * Audio and Video	Student department username Student department email address Student year group School name Any personal system settings such as language, and any content created by a student (including text, images, sound, and multimedia)	Asia Pacific region- DET data stored in Japan	Student Teacher School based staff
WebEx	*virtual meetings	Student Email	Various sites in Europe, US and Asia and possibly other sites	Teacher School based staff
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	Australia	Student Teacher Administrator Parent School based staff

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
OnGuard Safety Training	*teaching and learning	Student Full Name Student Year Level Student Class Student Email	Australia	Student Teacher Administrator
Maths Pathway	*teaching and learning	Student Full Name Student Year Level Student Class Student Email	Maths Pathway runs on Microsoft Azure cloud infrastructure. Processing and storage of Personal Information remains in the Australian regions of Microsoft Azure	Student Teacher
Education Perfect	*teaching and learning	Student Full Name Student Email Student ID Student content Student assessment data Student engagement data	Cloud based servers (AWS) in Sydney, Australia	Student Teacher
Edrolo	* teaching and learning	Student Full Name Student Year Level Student Class Student Email	Amazon Web Services (AWS) in the Asia Pacific Region (Sydney).	Student Teacher
ClickView	*teaching and learning	Student Full Name Student Email Student eduPass username Student Year Level Student Class	Australia	Student Teacher Administrator
Passtab	* visitor management	Full Name Mobile number Reason for Visit Company Signature WWCC Details	AWS Overseas	Administrator
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