



Reservoir West Primary School

No. 4711

Carrington Road, Reservoir Victoria 3073

phone 03 9478 8211 | email reservoir.west.ps@education.vic.gov.au | web www.rwps.vic.edu.au

• S T R I V E F O R E X C E L L E N C E •

Online Services at Reservoir West Primary School

Last updated February 2024

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:

- teaching and learning
- communication and engagement with parents
- student administration
- school management
- complying with legal requirements
- supporting students' social and emotional wellbeing, and health
- supporting policy in relation to student education and wellbeing
- other purposes stated in the [Schools' Privacy Policy](#).

The online services used at our school are:

Online service	Whose and what information	Why this information is collected	Data storage location & service provider privacy policy
Compass Education	<ul style="list-style-type: none">• Student details: first name, surname, year level, class, school name, age, DOB, school email address, gender, Aboriginal Torres Strait Islander (ATSI) and English as a second language (ESL) status.• CASES21 ID.• Timetable and attendance information.• Student reports and assessment results.• Notes on student work, wellbeing, attendance, and behaviour.• Medical details.	Compass Education provides schools with a single platform for school and student administration functions, such as financial management, timetabling, attendance, student assessment and reporting, communicating with parents and students, making reasonable adjustments for students with disabilities and other conditions, and fulfilling legal requirements such as duty of care.	Australia Privacy Policy – Compass Education



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	<ul style="list-style-type: none"> • Profile photo of student. • Photos/video of student work or students engaging in tasks where no individual student is recognisable. • Parent/carer details: first name, surname, home address, school name, email address, home and mobile number. • Emergency contact details for students. • Information about parent/carer access. 		
Class Dojo	<ul style="list-style-type: none"> • Student details: first name, surname, age, gender, class, school name and address, mobile device ID. • Parent details: first name, surname, gender, phone number, email address, mobile device ID, school name and address. • Student and parent language preference. • Student and parent IP address. • Geolocation. • Student feedback points. • Photographs, videos, documents, drawings or audio files. • Photos/video of student work or students engaging in tasks where no individual student is recognisable. • Student attendance details. 	<p>School communication platform that includes student portfolios and behavioural management.</p> <p>Enables teachers to encourage students in class and engage parents by sharing classroom updates and student work via photos, videos and messages.</p>	<p>USA</p> <p>Privacy Policy - ClassDojo</p>
Maths Times Tables Rock Stars	<ul style="list-style-type: none"> • Student first name, surname, email address, class, year level, school name and country or state. • Student responses to online learning, tests, and academic results. 	<p>Provides students with access to online maths learning tool and online maths competitions.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>Europe</p> <p>Privacy Policy</p>
Reading Eggs	<ul style="list-style-type: none"> • Student first name, surname, year level, class, school name. • Students' responses to online learning. 	<p>Provides students with access to online literacy learning tool.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>USA</p> <p>Privacy Policy – ABC Reading Eggs</p>



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Studyladder	<ul style="list-style-type: none"> • Student first name, username, class, year level, school name and surname (when this is needed to distinguish students). • Student responses to online learning. • Comments on student work. • Messages to students. 	<p>For student learning and assessment in maths, English and science.</p> <p>Enables teachers to provide feedback and direction to students.</p>	<p>USA</p> <p>Privacy Policy - Studyladder</p>
Oliver v5 Library	<ul style="list-style-type: none"> • Student details: first name, surname, gender, year level, class, school, eduMail address, profile photo and alias (borrower's ID). • Parent details: first name, surname, email address. 	<p>Enables school community to access library resources, including eResources, as well as manage loans and reservations.</p> <p>Assess the reading level of students by reviewing their reading lists.</p> <p>Create and share book reviews.</p> <p>Send parents notification of overdue books.</p>	<p>Australia</p> <p>Data Protection and Privacy Policy - Softlink Education</p>
ACER	<ul style="list-style-type: none"> • Student first name, surname, year level, class, school name. • Student responses to online learning, tests, and academic results. 	<p>Provides students with access to online learning tool.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>Australia</p> <p>Privacy Policy</p>
Class Creator	<ul style="list-style-type: none"> • Student first name, surname, gender, class, year level, school name and CASES21 ID 	<p>Class Creator will be used by schools to streamline their student placement processes. It simplifies the creation of equitable and cohesive classes to ensure all students are in the best possible learning environment. It assists schools in balancing class composition based on factors such as student behaviour, academic ability and any supports individual students might need. Information about students is collected from teachers via an online survey.</p>	<p>Australia</p> <p>Privacy Policy</p>
Decodable Readers Australia	<ul style="list-style-type: none"> • Student first name, surname, year level, class, school name. • Student responses to online learning, tests, and academic results. 	<p>Provides students with access to online learning tool.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>Australia</p> <p>Privacy Policy</p>
DIBELS	<ul style="list-style-type: none"> • Student first name, surname, year level, class, school name. • Student responses to online learning, tests, and academic results. 	<p>Provides students with access to online learning tool.</p>	<p>USA</p> <p>Privacy Policy</p>



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Essential Assessment	<ul style="list-style-type: none"> Student first name, surname, year level, class, school name. Student responses to online learning, tests, and academic results. 	<p>Provides students with access to online learning tool.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>Australia</p> <p>Privacy Policy</p>
Google Workspace for Education	<ul style="list-style-type: none"> Student details: first name, surname, age, gender, class, school name and address, mobile device ID. Geolocation. Student feedback points. Photographs, videos, documents, drawings or audio files. Photos/video of student work or students engaging in tasks where no individual student is recognisable. <p>Student attendance details.</p>	School communication platform that includes student portfolios and work.	<p>USA and other data centre locations</p> <p>Privacy Policy</p>
Seesaw	<ul style="list-style-type: none"> Student details: first name, surname, age, gender, class, school name and address, mobile device ID. Parent details: first name, surname, gender, phone number, email address, mobile device ID, school name and address. Student and parent language preference. Student and parent IP address. Geolocation. Student feedback points. Photographs, videos, documents, drawings or audio files. Photos/video of student work or students engaging in tasks where no individual student is recognisable. <p>Student attendance details.</p>	<p>School communication platform that includes student portfolios and behavioural management.</p> <p>Enables teachers to encourage students in class and engage parents by sharing classroom updates and student work via photos, videos and messages.</p>	<p>Australia</p> <p>Privacy Policy</p>
QuickSmart	<ul style="list-style-type: none"> Student first name, surname, year level, class, school name. Student responses to online learning, tests, and academic results. 	Provides students with access to online learning tool.	<p>Australia</p> <p>Privacy Policy</p>



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		Enables teachers to track and assess student progress and tailor further learning.	
Epic Reading	<ul style="list-style-type: none">• Student first name, surname, year level, class, school name.• Students' responses to online learning.	<p>Provides students with access to online literacy learning tool.</p> <p>Enables teachers to track and assess student progress and tailor further learning.</p>	<p>USA</p> <p>Privacy Policy</p>
CANVA	<ul style="list-style-type: none">• Student first name, initial of surname class, school name.• Photos/videos of student work or students engaging in tasks where no individual student is recognisable	Online graphic design platform that is utilised to create a variety of presentations, posters, videos and other learning tools and resources.	<p>USA, Australia and other data centre locations</p> <p>Privacy Policy</p>

What content and materials will be shared through the software?

Students may have the ability to create, store and share schoolwork related content, such as photographs, audio and 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.

How do we protect personal and other information?

Personal information will be handled in line with the school's ([review our policies here](#)) and DET's policies, which include: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#), [Cybersafety and Responsible Use of Digital Technologies](#), [Digital Learning in Schools](#) and [Records Management Policy](#).

We will help your child to use online learning systems safely by providing them with technical or any other help they need.

You can also assist by:

- having conversations with your child about eSafety
- checking that your child is comfortable raising any issues with you or their teacher
- watching your child when they use the software from home to check if they have any concerns.

Who can I contact if I have questions?

If you wish to request access to your/your child's information, have any questions or concerns regarding your child using any of the online services, or you do *not* want your child to participate, please contact the school to discuss your options: reservoir.west.ps@education.vic.gov.au