

Online Services at Mooroolbark College

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](#).

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 policies and support apply to these services?

The following school policies and documents apply: Acceptable Use Agreements, Student Engagement Policy, Photography and Filming and Recording Students Policy, Digital Learning Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from the College website and compass or by contacting the college on 9727 8100.

If you wish to request access to your or your child's information, or have any questions, please contact the College at 9727 8100.

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	Victoria	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
Office365	Various subjects	Student Full Name Student Email Student Year Level Student Class Student Location Information Student Work Student Assessment	Victoria Australia Overseas	Student, Teacher Administrator
Edval	Timetabling Calendar	Student Full Name Student Email Student Year Level Student Class	AWS Asia Pacific (Sydney) (ap-southeast-2).	Administrator Student
Flexischools	Ordering System - Canteen	Student Full Name Student Email Student Year Level Staff Details Parent details	Australia	Administrator Parent Canteen Staff
Clickview	Video Delivery	Student Full Name Student Email Student Year Level Staff Details	Australia	Student, Teacher Administrator
Edrolo	teaching and learning	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	AWS - Sydney	Student, Teacher Administrator
Essential Assessment	teaching and learning	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	Australia	Student, Teacher Administrator

Education Perfect	teaching and learning	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	AWS – Sydney	Student, Teacher Administrator
Accessit	Library Management System	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	Victoria	Student, Teacher Administrator
Soundtrap	teaching and learning	Student Full Name Student Email Staff Details	Overseas - AWS	Student, Teacher Administrator
Onguard Safety Training	Teaching and learning	Student Full name Cases21 ID Homegroup	Australia, Brisbane	Student, Teacher
Wheelers Ebooks	Library Management System	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	Overseas, Microsoft Azure	Student, Teacher Administrator
Oxford Textbooks	teaching and learning	Student Full Name Student Email Student Year Level Student Cases21 ID Staff Details	Overseas	Student, Teacher Administrator
Acer Online Assessment	Academic Assessment & Reporting	Student Full Name Student Email Student Year Level Student Cases21 ID Student DOB Staff Details	AWS - Sydney	Student, Teacher Administrator
Manage engine Servicedesk	Online Administration Forms	Student Full Name Student Email Staff Details	Australia	Student, Teacher Parent 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 Student College Email	Victoria, Australia or Overseas	None or Teacher only