

Dear parents/carers,

Altona College uses a wide range of online learning tools to support the delivery of our educational program for all students. Please find below a list of tools currently approved by Altona College and the department for school use and why access is necessary.

WHAT ONLINE LEARNING TOOLS WILL BE USED BY OUR SCHOOL?

SEESAW

SeeSaw is used to upload student lessons, assignments and activities. It is a digital portfolio of students' daily learning. Students can log-in to participate in class activities, view work, retrieve homework, submit their own journal work and view and comment on other students' work. There are no live class chats. Students cannot post work without teacher approval.

Student access - can see their information (including feedback and assessment provided by teachers) and their parent's responses to approved assessment. Cannot submit content without teacher approval.

Teacher access - creates student accounts, provides students with their individual home learning text code (or QR Code). Authorises parents/guardians to view information in their child's journal. Creates activities (either text or recorded voice instructions), and approves submitted assessments and journal work, provides feedback to student in relation to their work and consider parent comments

Parent access – can view and comment on their own child's classwork, photos and/or journal work through the SeeSaw Family app. They must download and create their own account.

Student information used – first name (or initial), last name, class and CASES ID – this enables teachers to identify and give feedback to individual students and identify the classroom which they are accessing and are grouped under. Unique identifier required to ensure digital portfolio follows students as they move through year levels.

Parent information used – parent name and email address. This enables teachers to identify parent and 'invite' parent to create their own account in the SeeSaw Family app.

SeeSaw data stored – Australia For information on SeeSaw's Privacy Policy see the flowing link:
<https://web.seesaw.me/privacy-policy>

COMPASS

COMPASS is our main learning management system. It is used for student lessons, assignments and activities. It is a digital portfolio of students' daily learning and assessment. Students can log-in to participate in class activities, view work, retrieve homework, submit their own journal work and view and comment on their work. There are no live class chats. Students cannot post work without teacher approval. It is used for administrative communication to the student and parent community and to record attendance. It enables an interactive parent portal to ensure details are up to date. It is used for curricular and extracurricular planning that requires parent approval. Bulk communications are sent via COMPASS including text messages, emails and push notifications. Contains the school calendar and schedules for students. Student reports are distributed and maintained on the portal for parent assess.

Student access - can see their information (including feedback and assessment provided by teachers) and their parent's responses to approved assessment. Cannot submit content without teacher approval.

Teacher access – Academic assessment and reporting, planning curriculum and activities. Creating and publishing Individual Learning Improvement Plans, Creates activities (either text or recorded voice instructions), and approves submitted assessments and journal work, provides feedback to student in relation to their work and consider parent comments. Behavioural management plans and chronicles, parent and student communications.

Parent access – can view information directly related to their child, view and respond to school communication, comment and provide feedback on their child’s classwork, review and download student reports, view and upload their own personal information, order goods/services, book teacher interviews, review, comment and / or approve attendance information, manage student excursion (payment and consent), pay accounts

Student information used – first name (or initial), last name, class and CASES ID – this enables teachers to identify and give feedback to individual students and identify the classroom which they are accessing and are grouped under. Unique identifier required to ensure digital portfolio follows students as they move through year levels.

Parent information used – parent name, address, phone contact and email address.

COMPASS data stored – COMPASS servers are located in Victoria. For information on COMPASS



Compass-Education
-Compass+ --+Privacy

Privacy Policy see the flowing link:

EDVAL

EDVAL is a learning management system which organises students’ classes, teacher’s classes, the rooms or spaces. This is an essential part of providing education for students and saves significant time for the school, provides timetable displays, collecting course request data and scheduling parent/teacher interview sessions.

Student access - Access and view own timetable, view and select class, subject or course preferences. Can only see their own schedule and preferences

Teacher access - Can upload information, view and amend student information. Can see all student information.

Parent access – Can view their own student’s timetable, parent teacher interview schedule. Can only see their own child’s information.

Student information used – Student first and last name, class and CASES ID / VCAL number– this enables teachers to identify individual students and identify the classroom which they are accessing and are grouped under. Unique identifier required to ensure digital timetable follows students

Parent information used – Parent name, contact information and relationship to student. This enables staff to use Edval for parent-teacher interview scheduling.

EDVAL data stored – Edval manages limited personal data in Europe, e.g. name, email contact, and timetable information (class times and rooms). Company is located In NSW and terms and conditions are governed by this jurisdiction. For information on Edval’s Privacy Policy see the flowing link:

<https://www.edval.education/privacy-policy>

MATHLETICS / SPELLODROME / READING EGGS

These platforms are used as a curriculum resource to access and allocate student lessons, assignments and activities. They are digital record of students' daily learning. Students can log-in to participate in class activities, view work, and retrieve homework. There are no live class chats. Students cannot post work without teacher approval.

Student access - can see their information including assessment results that are automatically generated. They can compete live with other students but there is no identifying information used.

Teacher access - creates student accounts, provides students with their individual home learning text code (or QR Code). Creates digital interactive activities and assessments, automatically provides feedback to students in relation to their work.

Parent access – can view their own child's using the students log in details.

Student information used – first name (or initial), last name, class, year level– this enables teachers to identify and give feedback to individual students and identify the classroom which they are accessing and are grouped under. Unique log in details follow students as they move through year levels.

Parent information used – Nil

Data stored – East US 2 region. 3plearning.com/privacy/

Department of Education and Training Online Tools

Parents are able to access information on

<https://www.education.vic.gov.au/school/teachers/teachingresources/digital/Pages/tools.aspx>

HOW WILL OUR SCHOOL PROTECT PRIVACY?

We will ensure that information is handled in accordance with the school's policies including: [Schools' Privacy Policy](#), [Acceptable use of ICT resources](#), [Student Engagement Policy](#) and [Using Digital Technologies to Support Learning and Teaching Policy](#). These will be used to inform the school community on the behavioural expectations when using the above online learning systems at home.

HOW CAN OUR FAMILY BE SAFE ONLINE ALL THE TIME?

As your child will be spending more time online as part of learning from home, playing games and keeping in touch with friends, you may wish to visit the eSafety Commissioner's website for information on keeping your child safe online at <https://www.esafety.gov.au/parents>.

We have taken precautions to ensure that your child is safe while using the systems for learning from home, however, you can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher.

HOW CAN I SUPPORT MY CHILD DURING LEARNING FROM HOME?

For more information and practical tips on how you can support your child while learning from home go to:

- Learning from home information for parents:
<https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>
- How to access 'Learning from Home':

<https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/How-to-access-learning-from-home-Students-Parents.pdf>

WHAT IF I HAVE ANY QUESTIONS ABOUT LEARNING FROM HOME OR ABOUT MY CHILD'S INFORMATION?

If you wish to request access to your/your child's information, or you have a question about learning from home or the systems being used, please contact Altona College using the following contact details
Phone: (03) 9250 8050.

VIDEO CONFERENCING INFORMATION SHEET - FOR PARENTS AND STUDENTS

How will teachers use video conferencing safely?

Teachers may pre-record some classes or student activities and upload these for students to view.

Teachers will ensure that any live classes on video conferencing systems are supervised to ensure:

- only students and appropriate teaching staff are in the live class
- discussions involving personal information are limited to only that which is needed
- students behave and dress appropriately
- live classes are not recorded or, in the rare case this is considered of value, parent consent is sought prior to recording.

Teachers may have one-on-one conversations with you or your child via video conference, given that this cannot take place in the physical classroom. These conversations will cover the progress of your child's schoolwork and their feedback on their schoolwork.

How can I help my child use the video conferencing system safely?

1. Make sure that there is a webcam cover which can hide the webcam from view when the student is not in a live video class (a post-it note, tape or a band-aid can be used as an alternative to a webcam cover).
2. Let a teacher know of any unauthorised access to any class and about any other unusual cyber activity.
3. Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
4. Help your child understand they should only participate in live video chats that the teacher or a fellow student has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs. This will also be explained to your child by their teacher.
5. Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them.