# Appendix iv - Use of Third Party Web Based Educational Services Guidelines and Mandatory Procedures

These guidelines should be read in conjunction with the Communities Online: Acceptable Use of ICT– Parents and Students Policy and the Directorate’s *Privacy Policy*.

1. Overview
	1. **The ACT Education Directorate provides access to a range of online services for use in educational settings. These services are hosted on the Directorate’s network and all data related to these services is contained within the ACT. These services include the Oliver library system and the Digital Backpack, but do change from time to time.**
	2. **While these services are used by many students across the Directorate, they don’t always meet the needs of individual classrooms or school programs. As a result, schools often use ‘third party’ services that exist on the external internet. These include sites like Mathletics, Edmodo, Facebook and similar websites. While each site is different, it’s important to remember that these sites are not housed within the Directorate’s network and as such, are not subject to the same data management policies or security measures. While the use of these sites can be an important part of a school’s educational program, it is important for students, parents and guardians to understand how these sites will use personal data.**
	3. It is important that all schools understand their obligations when utilising third party web based service providers with regard to the Information Privacy Act 2014*.* It is clearly stated within the Act that disclosing personal information about an individual without first seeking specific consent is an interference of their privacy unless specific, very limited exceptions apply. Those exceptions are not applicable in this context.
	4. In light of this, Schools are required to be proactive and consider the curriculum to be covered during the year and determine if the services of a third party web based provider might be utilised as a component of the curriculum and the information that will be disclosed as a result of using those web based services.
	5. Be aware that the guidelines only pertain to your school’s relationship with third party web service providers. Web and software based services that are provisioned by the Directorate and Shared Services ICT have very strict rules around data sovereignty and student information is protected from external sources. There is no need to seek permission from parents or legal guardians for web services supplied by the Directorate, as this is covered by the signed ‘Acceptable Use of ICT Statement’ form.
2. Information Privacy Considerations
	1. Prior to approving the implementation of third party web services that utilise student data or web services that allow students to self-disclose personal data, the Principal must ensure that they are familiar with the web service provider’s privacy terms and conditions, particularly with regard to whom the provider may further disclose student’s information, including whether the information may be disclosed overseas.
	2. Where third party web service providers require student’s personal information, the school must:
* Notify parents/legal guardians about the service provider’s requirements and its privacy terms and conditions and obtain consent in accordance with Territory Privacy Principle 5 (TPP5) of the Information Privacy Act 2014.
* It is important that this step is completed explicitly for each separate web service utilised by the school.
	1. Any third party web service recommended by the school that utilises student data or allows students to self-disclose personal data can only be used by a student with signed parental/guardian approval. This approval will be accompanied by clear advice. The advice to the parent/legal guardian will include:
* The name of service provider and type of service provided (e.g. mathematics support, science extension, etc).
* Details which include a link to the service provider’s website, particularly its terms and conditions.
* The reasons why the website is collecting the information, what laws authorise the collection, what the information will be used for, and advice regarding the use of that data by any other body or service.
* Consequence of not collecting this information
* Printed details of the service provider website. In particular the terms and conditions information. Relevant information about that websites use of student data should be highlighted for ease of comprehension, allowing parents and guardians to make an informed decision about consenting the release of student information.
* To whom the information will be disclosed, including whether the information will be disclosed overseas.
1. Recordkeeping
	1. The school must keep a record of each approval to utilise third party web services for each student as part of their student file.
* The school must ensure that all records of the Directorate held by the school comply with the Territory Records Act 2002. Student Permission forms signed by parents are considered administration forms that should be placed on the Student’s STUDENT MANAGEMENT - Case Management File (Student File). These records are held for the life of the file in accordance with the following disposal class: Australasia - Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later.

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1. Template Permission Form for Parents/ Legal Guardian - example

This template can form the basis for school based permission slips and contains all required fields of information. Note: If more than one page is used, insert student’s name and page numbers –Page X of Y – on each page of the form so that parent’s signature and permissions are not separated from any other pages or mixed up with other permission forms

Dear parent or guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School is committed to providing a technology rich environment for our students as our community believes the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

The use of web based learning resources and cloud based storage has risen steadily over the last decade and are increasingly being used by teachers across the Directorate to improve student learning outcomes.

Teachers make decisions designed to assist students in their learning. Sometimes it is beneficial for the student to utilise services provided by third party web based providers. Types of services provided by these service providers include online content creation, collaborative tools, online educational games and various administrative programs for tracking student assessment data.

As our school wishes to register with a number of web based service providers that require some personal information about a student in your care, I am obliged under the Information Privacy Act 2014 to advise you of the reasons for collecting the information, what will be done with it, the consequence of not collecting it and who else may have access to it.

If you fill in this form, the *(*insert school’s name*)* will use the information provided to observe your wishes in respect of enabling your child’s access to *(*insert names of third party websites*)*. These sites have been identified as being a useful component in the teaching programs in many classes at *(insert school’s name)*. To assist you in deciding whether to give consent, the sites identified are listed below/overleaf with the description of the type of service/program together with the website address and a link to the provider’s privacy policy and terms and conditions of use. You are not required to consent – this is a matter entirely at your discretion.

If you do not consent to supply us with this information your child will not use these sites.

Normally we will not use or disclose this information for another purpose, without your consent, unless you reasonably expect us to use or disclose the information for a related purpose.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate’s website on the [Publications and Policies](https://www.education.act.gov.au/publications_and_policies/policies) page

Please indicate your consent/non-consent for each of the services listed by ticking the appropriate option, signing this form and returning it to the school to record on your child’s file.

Yours sincerely,

Principal Signature

Principal Name

Principal

\_\_\_\_\_\_\_ School

XX Month YEAR

| Provider Details and Information | Consent Provisions |
| --- | --- |
| **Name of Provider:****Type of Service:** **Website:****Student Information Collected:**(insert what information is collected by the provider, how it is used and to whom it is usually disclosed, including whether it is usually disclosed overseas)**Terms & Conditions Link(s):****Privacy Policy Link:** | **🞏Consent****🞏Non-consent** |
| **Name of Provider:****Type of Service:** **Website:****Student Information Collected:**(insert what information is collected by the provider, how it is used and to whom it is usually disclosed, including whether it is usually disclosed overseas)**Terms & Conditions Link:****Privacy Policy Link:** | **🞏Consent****🞏Non-consent** |

Please return this form once completed.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sample Permission Form for Parents / Legal Guardian

This is an example of the type of permission letter that should be sent to parents when requesting permission for students to use Third Party Web Services

Dear parent or guardian

Hedley Beare School is committed to providing a technology rich environment for our students as our community believes the use of ICT is fundamental in assisting teaching and learning in all areas of the school curriculum.

The use of web based learning resources and cloud based storage has risen steadily over the last decade and are increasingly being used by teachers across the Directorate to improve student learning outcomes.

Teachers make decisions designed to assist students in their learning. Sometimes it is beneficial for the student to utilise services provided by third party web based providers. Types of services provided by these service providers include online content creation, collaborative tools, online educational games and various administrative programs for tracking student assessment data.

As our school wishes to register with a web based service provider that requires some personal information about a student in your care, I am obliged under the Information Privacy Act 2014 to advise you of the reasons for collecting the information, what will be done with it, the consequence of not collecting it and who else may have access to it.

If you fill in this form, the ACT Education and Training Directorate *(*insert school’s name*)* will use the information provided to observe your wishes in respect of enabling your child’s access to *(*insert names of third party websites*)*. These sites have been identified as being a useful component in the teaching programs in many classes at *(*insert school’s name*)*. To assist you in deciding whether to give consent, the sites identified are listed below/overleaf with the description of the type of service/program together with the website address and a link to the provider’s privacy policy and terms and conditions of use. You are not required to consent – this is a matter entirely at your discretion.

If you do not consent to supply us with this information your child will not use this site.

Normally we will not use or disclose this information for another purpose, without your consent, unless you reasonably expect us to use or disclose the information for a related purpose.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate’s website on the [Publications and Policies](https://www.education.act.gov.au/publications_and_policies/policies) page.

Please indicate your consent/non-consent for each of the services listed by ticking the appropriate option, signing this form and returning it to the school to record on your child’s file. If you have any further questions about the implications of signing this permission slip or you would like to seek further clarification around the use of the website please do not hesitate to contact me.

Principal

Hedley Beare School

Day Month Year

| **Provider Details and Information** | **Consent Provisions** |
| --- | --- |
| **Name of Provider:** Prezi app**Type of Service:** Prezi is a cloud-based presentation software and storytelling tool for presenting ideas on a virtual canvas. **Website:** <http://prezi.com/>**Student Information Provided:*** Name
* Email address

**How information will be used:** To set up an individual account**To whom will it usually be disclosed:** To vendor administrators managing site. **How will the site be used:** For presentations. The product employs a zooming user interface, which allows users to zoom in and out of their presentation media, and allows users to display and navigate through information within a 2.5D or parallax 3D space on the Z-axis. Links below for your review.**Terms & Conditions Link:** <http://prezi.com/terms-of-use/> **Privacy Policy Link:** <http://prezi.com/privacy-policy/> | **🞏 Consent****🞏 Non-consent** |

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form once completed.

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