

Dear Parents and Carers

William Ruthven Primary School uses Compass at our school.

We have assessed the value and security of this software with guidance from the Department of Education. Our staff are aware of how to use the software appropriately.

You will continue to have access to this system (15 April 2024).

What Compass will be used for:

Compass is a school administration and learning system which allows us to do things such as track attendance, create and share class timetables, and set and assess student assignments.

Parents can monitor their child’s learning, assessment, and attendance. They can also access school communications, make payments for various school activities, and update their contact details.

The benefits of using Compass include:

- replacing manual processes and combining most school management and administration functions within one easy to use system. This will improve the accuracy and efficiency of school operations
- enabling parents to engage with their child’s learning and attendance and provide support where needed
- online order and payment functionality that will streamline these activities for both schools and parents
- improving delivery of school communications which will help build an informed and inclusive school community.

More information about Compass can be found on their website: <https://www.compass.education>

What personal information will be collected and why:

Compass collects and uses information about students and parents in order to register them as users and to allow you to use the software effectively. The following table tells you what information is collected and for what purpose.

Whose and what information	Why this information is collected
CASES21 ID and photo of student	For student identification purposes
Student first name, surname, age, DOB, eduMail address, class name, year level, school name	Account creation and software use For student identification purposes Fulfil legal requirements, including duty of care Comply with reporting requirements
<i>Family (parent/guardian) details:</i> First name, surname, address, email, home and mobile number, school name, identification documentation and eSignature Emergency contact details for students	Account creation and software use Support students in emergency situations Fulfil legal requirements, including duty of care Communicate with parents about student schooling matters
Attendance information	Fulfil legal requirements, including duty of care Comply with reporting requirements
Student reports and assessment results	Track student achievement Communicate with parents about student schooling matters Comply with reporting requirements

<p>Medical details that are essential for day-to-day management of student health and safety, e.g.</p> <ul style="list-style-type: none"> • medications • allergies • disability, if necessary adjustments required for disabilities and other conditions 	<p>Provide a safe and secure school environment Fulfil legal requirements, including duty of care Make reasonable adjustments for students with disabilities and other conditions</p>
<p>Information about parent/guardian access</p>	<p>Student safety Fulfil legal requirements, including duty of care Provide a safe and secure school environment</p>
<p>Student gender, Aboriginal & Torres Strait Islander (ATSI), English as a Second Language (ESL) status and religion.</p>	<p>Ensure the effective management, resourcing and administration of our school Tracking need for adjustments relating to religion, e.g. Ramadan</p>
<p>Notes on student wellbeing, attendance and behaviour</p>	<p>Provide a safe and secure school environment Communicate with parents about students' schooling matters Investigate incidents in the school and/or respond to any legal claims</p>

In addition to the above, and where appropriate or permitted by law, school staff or service providers may access information in this software for other purposes, for example, when the service provider provides technical support.

How do we protect personal and other information?

We will ensure that information is handled in accordance with the school's policies including: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#) and [Digital Learning in Schools](#). These will be used to explain to the school community how we expect online learning systems, including Compass, to be used at school and at home.

We will manage your child's information including how it is stored and how long it is kept, in accordance with the Department's [Records Management Policy](#) for schools.

Information about how Compass handles personal information can be found in their privacy policy: <https://sites.google.com/a/jdlf.com.au/policies/privacy>

Data Location

Compass stores your child's information in Australia.

What if you have questions?

You do not need to do anything for you and your child to have access to Compass. However, if you have any questions or concerns regarding your child using Compass or you do *not* want your child to participate, please contact the school to discuss your options: Donald Eddington, Principal via telephone on 9460 1668 or by email via donald.eddington@education.vic.gov.au.

For a reminder of all the third-party online services, applications and systems used by our school which handle student or parent information, please refer to our Digital Learning Statement on the school website https://www.williamruthvenps.vic.edu.au/uploaded_files/media/digital_learning_statement.pdf

Regards

Donald Eddington
Principal
17 April 2024