

Digital Learning Statement

Online Services at William Ruthven Primary School

Date of last update: 6 April 2024

What type of online services are used at our school?

William Ruthven Primary 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	<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. • Student reports and assessment results. • Notes on wellbeing, attendance, and behaviour. • Medical details. • Profile photo of student. • 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. 	<ul style="list-style-type: none"> • Compass 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
Oliver v5 Library	<ul style="list-style-type: none"> • Student details: first name, surname, gender, year level, class, 	<ul style="list-style-type: none"> • Enables school community to access library resources, including 	Australia

	<p>school, profile photo and alias (borrower's ID).</p> <ul style="list-style-type: none"> Parent details: first name, surname, email address. 	<p>eResources, as well as manage loans and reservations.</p> <ul style="list-style-type: none"> Assess the reading level of students by reviewing their reading lists. Create and share book reviews. Send parents notification of overdue books. 	<p>Privacy Policy - Softlink Education (Oliver)</p>
Class Solver	<ul style="list-style-type: none"> Student details: first name, surname, gender, year level, behavioural ratings, well-being ratings, academic ratings. List of student's friends (five names). CASES21 ID. 	<ul style="list-style-type: none"> Enables schools streamline their student placement process allowing them to digitally create class lists. 	<p>Australia</p> <p>Privacy Policy – Class Solver</p>
Online Assessment and Reporting Platform (OARS)	<ul style="list-style-type: none"> Student details: first name, surname, gender, year level, class, school, date of birth CASES21 ID. 	<ul style="list-style-type: none"> Provides a suite of educational assessment and reporting tools for schools. 	<p>Australia</p> <p>Privacy Policy - OARS (ACER)</p>

In addition to the above, and where appropriate or permitted by law, school staff or software providers may access information in online services for other purposes, for example, where the software provider needs access to provide technical support.

Please click this link to read important [privacy information for students, parents, and carers](#).

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 and DET's policies. These include: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#), [Acceptable Use Agreement](#), [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: Donald Eddington, Principal by telephone on 9460 1668 or by email via donald.eddington@education.vic.gov.au.