

Dear Parents and Carers

William Ruthven Primary School uses the Australian Council for Educational Research - Online Assessment and Reporting System (ACER OARS) 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 and how to help your child use it safely.

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

**What ACER OARS will be used for:**

ACER OARS provides us with a more efficient and accurate way to test, assess and report on student learning than paper tests and surveys. It will also help us with remote learning if this is needed in the future. There is a suite of tests available on ACER OARS, which may be utilised by our school.

Tests are delivered online and, in most cases, reporting is available immediately after tests are completed.

More information about ACER OARS can be found on their website: <https://oars.acer.edu.au>

**What personal information will be collected and why:**

ACER OARS collects and uses information about students in order to register them as users and to allow you and your child 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
Student first name, surname, age, DOB, gender, year level, and school name	Account creation and software use
CASES21 ID	Unique identifier used for identity validation purposes
Student academic tests and results (online learning, surveys, forms)	To assess student learning
Language spoken at home	Allow for cohort grouping

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 ACER OARS, to be used at school.

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.

We will help your child to use ACER OARS safely by providing them with technical or any other assistance they require. 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.

We recommend that parents monitor their child when learning from home and contact the school if they have any concerns relating to the use of ACER OARS at school.

Information about how ACER OARS handles personal information can be found in their privacy policy:  
<https://www.acer.org/privacy>

#### **Data Location**

ACER OARS stores your child's information in Australia.

#### **What if you have questions?**

You do not need to do anything for your child to have access to ACER OARS. However, if you have any questions or concerns regarding your child using ACER OARS 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](mailto: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](https://www.williamruthvenps.vic.edu.au/uploaded_files/media/digital_learning_statement.pdf)

Regards

Donald Eddington  
Principal

17 April 2024