

Dear Parents and Carers

William Ruthven Primary School uses the Oliver library management system 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 Oliver will be used for:**

Oliver is used to:

- borrow and track physical and digital resources
- assess the reading level of students by reviewing their reading lists
- create and share book reviews (staff and students)
- send parents notification of overdue books.

Oliver provides an improved library management experience including:

- user-friendly interface to encourage greater student engagement with library resources
- anytime access for staff and students
- an extended digital library
- functionality designed to simplify administration tasks
- reporting on student reading lists to understand reading level - by class, gender, year groups or individual student.

More information about Oliver and Softlink Education can be found on their website:

<https://www.softlinkint.com/product/oliver>

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

Oliver collects and uses information about students and parents 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 name, year level, class, school, eduMail address and CASES21 ID	Account creation and software use
Student gender	To inform book recommendations to encourage reading
Photos of students	Photo used for identification purposes onsite
Parent/carer name and email address	For school to contact parents when their child has an overdue item

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 Oliver, 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.

We will help your child to use Oliver 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 Oliver.

Information about how Softlink Education handles personal information can be found in their Data Protection and Privacy Policy: <https://www.softlinkint.com/data-protection-privacy-policy>.

### **Data Location**

Oliver stores your child's information in Queensland, Australia.

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

You do not need to do anything for your child to have access to Oliver. However, if you have any questions or concerns regarding your child using Oliver 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