

Preparing for the future: Digital Learning at Surf Coast Secondary College

Our school uses online services to support a high quality and innovative learning environment. The following information sheet provides plain language explanations about student participation, privacy compliance and copyright components of digital learning at our school.

What type of online services are used at our school?

Compass and Google Apps and other online learning tools are used at Surf Coast Secondary College to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in a world where being connected, able to communicate and collaborate, and be creative are integral. It is through the use of online tools that staff at Surf Coast Secondary College give students the opportunity to explore learning beyond the walls of the classroom, and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites that they encounter.

The above two named services are ones for which students that are enrolled at Surf Coast Secondary College will automatically have an account created for them.

Students will at times also use other online services where they will be asked to use their own SCSC gmail to create an account. An updated list of these services can be found at <http://www.surfcoastsecondarycollege.vic.edu.au/online-services.html>.

What are the benefits of using online services and how do we use them?

As part of the learning program at Surf Coast Secondary College, Compass provides a learning portal, used by many Victorian schools, that is accessible by all students, parents and teachers. It serves as a method of providing assessment, reporting and ongoing learning information of all students. Compass also includes functionality that allows students and teachers to collaborate and share ideas that aim to increase the depth of student learning. Additionally, it will also be used by the College to track student wellbeing in a highly confidential and secure manner, for example attendance, health and safety incident reporting and learning behaviours related to the school values.

Google Apps for Education provide a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility which benefit students as they are preparing our students for future work and social environments where this tool, or ones like it, are utilised. It also allows teachers to give quick and easy feedback to students online through the sharing facility, instead of students having to wait for paper-based copies of work to be returned to them once marking has been completed.

The Compass and Google Apps domains will be administered by a number of College staff and interactions and spaces online will also be monitored by the classroom teacher.

What personal information is required to create and use an online account to access the online services?

Only limited personal information is used for most online learning i.e. name and class.

Both Compass and Google Apps require a login to be created for students. For this purpose, the College will use the students' Cases21 identification (eg wei002) to create an email address in Google Apps.

Compass will then use this email provided to generate an account, using the email account as a user name. Students and their parents/carers will then use the account to login to the Compass platform and provide access to the Google online cloud storage services and products in the Google Apps for Education suite.

More information on On-Boarding and Off-Boarding Procedures available here:

<http://www.surfcoastsecondarycollege.vic.edu.au/online-services.html>

Some other personal information is utilised by some services for the purpose of monitoring students learning and wellbeing, for example:

- Parents contact details
- Medical alert information

- Timetable information
- Attendance data

All of this information is accessible within the DET Cases21 system and is provided to the school upon enrolment. No other personal information is added to online tools other than the uploading of students' work, feedback and assessment from teachers, and health and safety incident reporting records.

How do we protect personal and other information?

Our school is bound by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. These Victorian privacy laws require schools to handle personal information in accordance with the appropriate principles such as the 10 Information Privacy Principles ([Link to IPPs in plain language](#)). In most cases personal information is stored in servers located in Australia, in limited cases such as Google, servers are located internationally, governed by their own privacy policy that respects data security. The school has monitoring capabilities for Google to ensure appropriate and safe use.

The audience is restricted to users of the Compass system. It is further restricted within student profiles so that only the parent or carer of each child has access to their child's information.

Compliance assessments, appropriate contractual documents and monitoring ensure all data is securely and appropriately handled. For more information or copies of Privacy Impact Assessments please contact the College.

What content and materials (i.e. photos, stories, videos) your child will be able to share through the online services?

Students own the copyright in any work they create if it is their original work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student. The student may create a variety of work such as:

- art work or photographs
- video or digital story
- school projects and assessment materials
- podcasts and other streaming outputs
- written work, such as assignments, essays or poetry

Where this work contains identifiable information about themselves or others, the school will guide students on ethical considerations such as respect and consent. Study Turf also provides students with the option to share their posts in a learning space with their mentors (teachers) only as an additional copyright measure.

The reproduction of student work is often used to demonstrate excellence and celebrate the efforts of students with the wider community. The school asks students for permission to reproduce and publish student work in this way.

What school policies and support apply to these services?

The Surf Coast Secondary College Digital Learning Community Agreement, Student Engagement Policy will be used to inform the College community on acceptable behaviours. Our school policies are available from <http://digitallearningscsc.weebly.com/policies.html> Students will be supported to develop Cyber Safe practices online. In some instances inappropriate use of online tools may require personal information such as messages or comments in the system to be discussed with a child and their family.

What if I choose to opt-out of online tools for my child?

Please consider the benefit of these online tools as important ways that we can leverage enhanced learning experiences for students, and balance this with the minimal risks which are mitigated by: limiting information to that needed, supporting safe use and data security compliance. We are happy to discuss any concerns you may have - please contact Scott Diamond or Erin Weightman at the College on 5261 6633.

Alternative 'off-line' options to ensure that students who do not use a Google account can still participate in learning activities in the classroom: <http://www.surfcoastsecondarycollege.vic.edu.au/online-services.html>

To discuss the use of online tools please contact the College to help us understand any parental concerns related to your child's learning opportunities using online tools.