

Online Services Consent Form Senior Secondary: Years 10-12

START YEAR: 2023

Introduction to the Online Services Consent Form for Bentley Park College – SENIOR SECONDARY Sector: 10-12.

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy,* which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the College on 4040 8111 or email info@bentleyparkcollege.eq.edu.au.



Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.
- (*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student

2. INFORMATION COVERED BY THIS CONSENT FORM

- a) The consent collected by the form covers the following student personal information (identifying attributes):
 - Student name (first name and/or last name)
 - Sex/Gender
 - Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (nonidentifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

- b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:
 - Student assessment
 - Student projects, assignment, portfolios
 - Student image, video, and/or audio recording
 - Sensitive information (e.g., medical, wellbeing)
 - Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

• For your child to register an account for the online services



- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy (*including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to *give consent* or *not give consent* for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Adobe Express	Data hosting:	Offshore		
Url:	https://express.adobe.com	m/	•		
Purpose of use:	Adobe Express is a suite mobile solutions for creat videos to share visual sto unlicensed version) has li education controls and re This review does not app Education (free premium institutions, available thro	ing graphics, web iries. Adobe Expre imited features is equires individual u ly to Adobe Expre licenced version)	pages and ess (free without user accounts. ess for for educational	I give consent	I do not give consent
Terms of use:	www.adobe.com/lega				
Privacy policy:	www.adobe.com/priva	acy/html			

Service name:	Binnacle Training	Data hosting:	Onshore		
Url:	https://www.binnacletrain	ing.com.au			
Purpose of use:	(RTO) that provides onlin Vocational Education and schools and colleges acr	Binnacle Training is a Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs to schools and colleges across Australia			I do not give consent
Terms of use:	https://www.binnacletrain files				
Privacy policy:	www.binnacletraining.com				

Service name:	Book Creator	Data hosting:	Offshore		
Url:	https://bookcreator.com/	https://bookcreator.com/			
Purpose of use:	This service allows users to create and collaborate on digital books by combining audio, visual and text elements.			l give consent	l do not give consent
Terms of use:	https://bookcreator.com/terms-of-service/				
Privacy policy:	https://bookcreator.com/pp-row				



Service name:	BPC Careers	Data hosting:	Onshore		
Url:	https://bpc-careers.co				
Purpose of use:	This site is used to locate University, TAFE and any other type of course across Australia, get information about the QCE, search for job vacancies and much more. Feel free to drop into the Careers Office if you have any questions.			L give consent	I do not give consent
Terms of use:	https://bpc-careers.com/terms-policy				
Privacy policy:	https://bpc-careers.co				

Service name:	Cambridge GO	Data hosting:	Offshore		
Url:	https://www.cambridge.o				
Purpose of use:	Cambridge GO provides curriculum-aligned resources across a range of subject areas including Mathematics, Business and Commerce, Information Technology, Health, History and English			I give consent	I do not give consent
Terms of use:	https://www.cambridge.edu.au/go/terms				
Privacy policy:	https://www.cambridge.e				

Service name:	Cisco Network Academy	Data hosting:	Offshore		
Url:	https://www.netacad.com	<u>1</u>	•		
Purpose of use:	resources and training to skills through the educati Courses lead to certificat	This service provides online courses, curriculum resources and training to build student and teacher IT skills through the education platform, NetAcad.com. Courses lead to certification in technical skills such as coding and networking in preparation for careers and/or			
Terms of use:	https://www.netacad.com	https://www.netacad.com/terms-and-conditions			
Privacy policy:	http://www.cisco.com/we	b/siteassets/legal	/privacy.html		

Service name:	ClickView	Data hosting:	Onshore				
Url:	https://www.clickview.com	https://www.clickview.com.au					
Purpose of use:	interactive content for tea can search the video libra TV programmes,for relev	Clickview produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, includingrecorded free-to-air TV programmes,for relevant clips or to create their own interactive video contentand activities			I do not give consent		
Terms of use:	https://www.clickview.com						
Privacy policy:	https://www.clickview.com						

Service name:	Connect N Grow	Data hosting:	Onshore		
Url:	https://connectngrow				
Purpose of use:	Connect N Grow is a Reg Organisation(RTO) that p resources for Vocational programs to schools and	I give consent	I do not give consent		
Terms of use:	https://connectngrow				
Privacy policy:	https://www.instructu	/privacy			



Service name:	Creative Cloud K-12 (Adobe Software Systems)	Data hosting:	Offshore		
Url:	whttps://www.adobe.com	whttps://www.adobe.com/creativecloud.html			
Purpose of use:	Creative Cloud is a suite	of over 20 deskto	p and web-		
	based design application			l give	I do not
	editing, web developmer	consent	give consent		
Terms of use:	https://www.adobe.com/a	https://www.adobe.com/au/legal/terms/enterprise-			
	licensing/overview.html				
Privacy policy:	https://www.adobe.com/	privacy/policy.htm			

Service name:	Essential Elements Interactive	Data hosting:	Offshore		
Url:	https://www.essentialelementsinte	eractive.com/			
Purpose of use:	This online service supplements provides access to a Music Studi and resources, including videos, and curriculum materials. Teache students, use customisable calen and communicate with parents.	ng musical practice; training worksheets, tasks allocated to and music lessons,	I give consent	I do not give consent	
Terms	https://www.essentialelementsinte				
of use:					
Privacy policy:	https://www.essentialelementsinte	eractive.com/EEi_Privac	y Policy Current.pdf		

Service name:	Flipboard	Data hosting:	Offshore		
Url: Purpose of use:	https://flipboard.com/ Flipboard is a platform us trending videos, articles a			I give consent	I do not give consent
Terms of use: Privacy policy:	world. <u>https://about.flipboard.com/terms</u> https://about.flipboard.com/privacy			-	

Service name:	Grok	Data hosting:	Onshore		
Url:	https://groklearning.com				
Purpose of use:	Online platform for learni	ng programming	and	l give	l do not
	computational thinking sl	computational thinking skills			
Terms of use:	https://groklearning.com/policies/terms				
Privacy policy:	https://groklearning.com/	https://groklearning.com/policies/privacy			

Service name:	Kahoot!	Data hosting:	Offshore		
Url:	https://Kahoot.it or https: https://getKahoot.com or				
Purpose of use:	Kahoot! is a game-based the ability to create, disco quizzes, surveys and act language, on any device,	l give consent	I do not give consent		
Terms of use:	https://trust.kahoot.com/te				
Privacy policy:	https://trust.kahoot.com/p				



Service name:	MusicEDU	Data hosting:	Onshore		
Url:	https://www.musicedu.co	m.au/			
Purpose of use:	school students to learn i programs like Keyboard l	MusicEDU is an online application suite designed for school students to learn music. It offers teaching programs like Keyboard Evolution, Studio Sessions, Game Composer and Track Formers.			I do not give consent
Terms of use:	http://musicedu.com.au/p conditions/	_ consent	give concont		
Privacy policy:	https://www.musiced us/musicedu-privacy				

Service name:	MyFuture	Data hosting:	Onshore		
Url:	https://myfuture.edu.au/				
Purpose of use:	This service supports students (including teachers, career practitioners, parents and carers) to make career decisions, plan career pathways			l give consent	I do not give consent
Terms of use:	https://myfuture.edu.au/footer/terms-of-use				
Privacy policy:	https://myfuture.edu.	au/footer/priva	cy-policy		

Service name:	MyPath	Data hosting:	Onshore			
Url:	https://mypath.qtac.edu.a	https://mypath.gtac.edu.au				
Purpose of use:	choose their senior subjection eligibility and check whe	My Path is an innovative tool that helps Year 10 students choose their senior subjects determine their ATAR eligibility and check whether their senior subject selection will meet prerequisites for courses they may want to				
Terms of use:	https://www.qtac.edu.au/privacy-and-legal/					
Privacy policy:	https://www.qtac.edu					

Service name:	OnGuard Safety Training	Data hosting:	Onshore				
Url:	https://www.onguardsafe	ty.com.au/index.h	<u>itml</u>				
Purpose of use:	training resources. The p instruction, knowledge te operation demonstration assessment registers and	This service provides Workplace Health and Safety training resources. The platform includes online training instruction, knowledge testing, training registers, machine operation demonstration registers, proficiency assessment registers and machine inspection registers.					
Terms of use:	https://www.onguardsafe						
Privacy policy:	https://www.onguard	https://www.onguardsafety.com.au/privacy.html					



Service name:	Oxford Digital	Data hosting:	Onshore		
Url:	https://www.oxforddigital.	com.au	•		
Purpose of use:	mathematics via eBooks, teacher support and quiz	Oxford Digital offers digital learning for literature and mathematics via eBooks, interactive modules, videos, teacher support and quizzes that are structured for Primary (OxfordOWL) and Secondary (obookand assess)			
Terms of use:	www.oxforddigital.com.au/terms.html				
Privacy policy:	https://global.oup.com				

Service name:	Padlet	Data hosting:	Offshore		
Url:	https://padlet.com/	https://padlet.com/			
Purpose of use:	Padlet is an online collab	oration tool used	to share	l give	l do not
	resources online between	n educators and s	tudents.	consent	give consent
Terms of use:	https://padlet.com/about/terms				Ŭ
Privacy policy:	https://padlet.com/ab				

Service name:	Plickers	Data hosting:	Offshore				
Url:	https://www.plickers.com						
Purpose of use:	Plickers is an online tool real time formative asses using a device's camera scan student response ca without the need for device	I give consent	I do not give consent				
Terms of use:	https://help.plickers.com/ Terms-of-Service						
Privacy policy:	https://help.plickers.com/ Plickers-Privacy-Policy	hc/en-us/articles/	360009090833-				

Service name:	ReadCloud	Data hosting:	Onshore		
Url:	www.readcloud.com	_	_		
Purpose of use:	ReadCloud is a social eF students and teachers sh weblinks directly inside th content from multiple pub one platform.	L give consent	I do not give consent		
Terms of use:	https://readcloud.com/ter				
Privacy policy:	https://readcloud.com/pri				

Service name:	QTAC	Data hosting:	Onshore		
Url: Purpose of use:	https://www.qtac.edu.au Soundtrap for Education platform that enables lea podcasts, sound recordin allows uses to create, co sound projects, access re and sound effects librarie third party services. *Note the Education version on	rning through creatings and transcript mmunicate and c ecording tools, se and integrate w e: This assessme	ation of music, s. The service ollaborate on arch instrument rith additional	I give consent	I do not give consent
Terms of use:	https://www.qtac.edu.au/				
Privacy policy:	https://www.qtac.edu.au/	privacy-and-legal	/		



Service name:	SmartMusic (MakeMusic)	Data hosting:	Offshore		
Url: Purpose of use:	https://account.smartmus SmartMusic is a web-bas tools that allows for intera teachers and students. T music assignments, exer activities. Students can p immediate feedback and assessment.	I give consent	I do not give consent		
Terms of use:	https://terms.makemusic.				
Privacy policy:	https://wpmedia.makemu content/uploads/2019/10 Policy-10-29.pdf				

Service name:	Soundtrap for Education	Data hosting:	Offshore				
Url:	https://www.soundtrap.co	om/edu					
Purpose of use:	Soundtrap for Education platform that enables lea podcasts, sound recordin allows uses to create, co sound projects, access re and sound effects librarie third party services. *Note the Education version on	rning through creatings and transcripts mmunicate and content of the seconding tools, set and integrate were. This assessme by.	ation of music, s. The service ollaborate on arch instrument ith additional nt applies to	I give consent	I do not give consent		
Terms of use:	https://www.soundtrap.co						
Privacy policy:	https://www.soundtrap.co	https://www.soundtrap.com/public/legal/trust_center.pdf					

Service name:	STILE	Data hosting:	Onshore		
Url:	https://stileapp.com		1		
Purpose of use:	Stile allows teachers to c classes and individual stu student progress. Teach curriculum aligned Scien- interactive investigations	udents and review ers can choose fr ce lessons, news	/ analytics of om a range of stories and	L give consent	I do not give consent
Terms of use:	https://stileeducation.com	n/terms			
Privacy policy:	https://stileeducation.com	n/privacy			

Service name:	Storyboard That	Data hosting:	Offshore		
Url:	https://www.storyboa	rdthat.com/			
Purpose of use:	This service provides dig activities to create storyb infographics and worksho	oards, graphic or		I give consent	I do not give consent
Terms of use:	https://www.storyboardth	at.com/about/terr	<u>ns-of-use</u>		0
Privacy policy:	https://www.storyboa for-schools	ardthat.com/abo	out/privacy-		



Service name:	ThingLink	Data hosting:	Offshore		
Url:	https://www.thinglink.com	ו/			
Purpose of use:	The purpose of this webs images and videos for we educational channels.			l give consent	l do not give consent
Terms of use:	www.thinglink.com/terms				
Privacy policy:	www.thinglink.com/terms]	

Service name:	Try Booking	Data hosting:	Onshore		
Url:	https://www.trybooking.co	om	•		
Purpose of use:	TryBooking is a ticketing				
	schools create, manage a	and sell tickets or	line for	l give	l do not
	community events.			consent	give consent
Terms of use:	https://www.trybooking.co	om/info/event-org	<u>aniser-terms-</u>		
	and-conditions				
Privacy policy:	https://www.trybooking.co	om/info/privacy			

Service name:	Vision6	Data hosting:	Onshore		
Url:	http://www.vision6.com.a	au			
Purpose of use:	Vision6 is an email and a users can create emails templates			l give consent	l do not give consent
Terms of use:	https://www.vision6.com	.au/terms-and-cor	nditions/		
Privacy policy:	https://www.vision6.com	.au/about-us/priva	cy-policy/		

Service name:	Zenva Schools	Data hosting:	Offshore		
Url:	https://schools.zenva.com	<u>n</u>	·		
Purpose of use:	Online platform for learning	ng programming a	and	l give	l do not
	computational thinking sk	tills		consent	give consent
Terms of use:	https://schools.zenva.com	n/terms			
Privacy policy:	https://academy.zenva.co	om/privacy-policy			



6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

parent/carer of the person identified in Section 1

the person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student:				
Print name of consenter:				
Signature or mark of			 	
consenter:				
Date:	/	/		
Signature or mark of student*:			 	
Date:	/			

*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent

SPECIAL CIRCUMSTANCES
The section below must be completed, if the form is:
 A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
B) when the person giving consent is an independent student under the age of 18.
WITNESS - for consent from an independent student or where the explanatory letter and the form were read
I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.
Print name of
witness:
Signature of
witness:
Date://
→ Statement by the person taking consent – when it is read
 I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done: The identified information will be used in accordance with the Online Services Consent Form The school will cease using the information from the date that the school receives a written withdrawal of consent.
 and to the best of my ability made sure that the person understands that the following will be done: The identified information will be used in accordance with the Online Services Consent Form
 and to the best of my ability made sure that the person understands that the following will be done: The identified information will be used in accordance with the Online Services Consent Form The school will cease using the information from the date that the school receives a written withdrawal of consent. I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent has not been coerced into giving consent, and the
 and to the best of my ability made sure that the person understands that the following will be done: The identified information will be used in accordance with the Online Services Consent Form The school will cease using the information from the date that the school receives a written withdrawal of consent. I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent has not been coerced into giving consent, and the consent has been given freely and voluntarily.

