



Dear Parent/Carer,

Introduction to the Online Services Consent Form

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 (the department) 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 their personal information and work they create (student works), may be collected, 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 (including personal information) 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 student works will be used and under what circumstances they may be shared.

Student information

The consent obtained by the department as collected through 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 to, and stored within online services (e.g., when registering accounts only mandatory information such as student username and student email address will be disclosed).

Student works

Student 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 student 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 for an account, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transfer personal information to online services in order to manage school operations and communicate with parents and students.

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 may 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.

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. After a notice to withdraw consent is received, the school will not be able to make any 'new' collection, use, disclosure and publication of the information or student work.

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 student 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. At Sandgate District SHS, our period of consent is for the duration of the enrolment of the student at the school. 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 our School Leaders who described this form at the enrolment interview or our Information Technology Department on IT@sandgatedistrictshs.eq.edu.au or by calling the school number, 3869 9888.

Online Services Consent Form

Privacy Notice

The Department of Education (the department) is collecting the personal information you provide on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely and managed in accordance with the Information Privacy Act 2009 and the Education (General Provisions) Act 2006. 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.

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

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 (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.*

- b) If an online service collects, 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.

Approved purpose

This form records your consent for the collection, 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.

Timeframe for consent

The consent granted by this form is for the duration of the student's enrolment with Sandgate District SHS. Consent is obtained upon enrolment and renewed if/when the school has new programs seeking consent. A parent/carer may withdraw or alter consent at anytime by downloading the latest form from the school website.

Consent for online services – How to complete this form.

For each online service listed below, please indicate your choice to not give consent for the information outlined in the tables below to the online service in accordance with the approved purpose and timeframe of consent.

Leaving the No column blank allows parents to give full or modified permission on the final page of this Online Services Consent Form.

This form is also available on the school website to enable parents/carers to click on the Website, Terms of Use and Privacy Policy.

Below are the third-party web-based service providers used at Sandgate District SHS for students from Year 7 to Year 12. Not all students will access all. This will be communicated at Enrolment Interviews in detail and how to complete the form.

Name of Provider	Type of Service	Website	Terms of Use	Privacy Policy	File Storage	NO
Adobe Creative Cloud	Adobe Creative Cloud is a collection of software used for graphic design, video editing, web development, and photography, along with a set of mobile applications and also some optional cloud services.	https://www.adobe.com/au/creativecloud/catalog/default.sktop.html	https://www.adobe.com/au/legal/terms.html	https://www.adobe.com/au/privacy.html	This service stores information in the USA.	
ArcGIS	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge. Features include: geographic data compilation; spatial analysis; creation and management of tabular data, imagery, 3D and online maps; data sharing; access control; customization; and integration with other enterprise technology.	https://www.arcgis.com/	https://www.arcgis.com/home/termsfuse.html	https://www.esri.com/en-us/privacy/overview	This service stores information in the USA.	
Atomi	Learning platform designed to enhance student's classroom learning experience.	https://www.getatomi.com/au	https://www.getatomi.com/terms-and-conditions	https://www.getatomi.com/privacy	This service stores information in Australia.	
Autodesk	Autodesk makes software services for the architecture, engineering, construction, manufacturing, media, education, and entertainment industries.	https://www.autodesk.com.au/	https://www.autodesk.com/company/legal-notice-trademarks	https://www.autodesk.com/company/legal-notice-trademarks/privacy-statement	This service stores information in the USA.	
Axcelerate	Axcelerate is the online learning platform students use to complete their training and assessment for the Diploma of Business.	https://app.axcelerate.com/auth/user/	https://www.axcelerate.com.au/terms-of-use	https://www.axcelerate.com.au/privacy-policy	This service stores information in Australia.	
Bandlab	BandLab is a social music platform that enables creators to make music and share the creative process with musicians and fans.	https://blog.bandlab.com/about/	https://blog.bandlab.com/terms-of-use/	https://blog.bandlab.com/privacy-policy/	This service stores information in the USA.	
Binnacle Training	Binnacle Training provides support and teaching resources to teachers delivering VET in Schools.	https://www.binnacletraining.com.au/	https://www.binnacletraining.com.au/privacy/	https://www.binnacletraining.com.au/privacy/	This service stores information in Australia.	
Cambridge GO	CambridgeGO provides curriculum-aligned resources across a range of subject areas including Mathematics, Business and Commerce, Information Technology, Health, History and English	https://www.cambridge.edu.au/au/go/	https://www.cambridge.edu.au/au/go/terms/	https://www.cambridge.edu.au/au/go/privacy/	This service stores information in the USA.	
Clickview	Clickview is a digital resource for educators and students. It contains videos which align with the Australian Curriculum.	https://www.online.clickview.com.au/	https://www.clickview.com.au/clickview-online-terms/	https://www.clickview.com.au/privacy-policy/	This service stores information in Australia.	
Compass	Compass is a school management system used for recording student attendance, organisation of events and communication.	https://www.compass.education/	https://www.compass.education/	https://www.compass.education/	This service stores information in Australia.	
Education Perfect	Education Perfect is an online platform designed to make learning fun, engaging and effective.	https://epforlearning.com/	https://epforlearning.com/legal/	https://epforlearning.com/legal/	This service stores information in Australia.	
Financial basics Foundation	Financial Basics Foundation is a charity organisation that offers online financial literacy education for secondary school students	https://financialbasics.org.au/	https://financialbasics.org.au/terms-conditions/	https://financialbasics.org.au/privacy-policy/	This service stores information in Australia.	
Formula High School	Formula High School is a training organisation that focuses on engineering pathways, skills and knowledge development and developing a familiarity with the engineering discourse.	https://www.formulahighschool.com.au	https://www.formulahighschool.com.au/contact	https://www.formulahighschool.com.au/contact	This service stores information in Australia.	
Grok learning	Our courses are comprehensive resources that will teach you how to code in Blockly, Python and HTML/CSS.	https://groklearning.com/	https://groklearning.com/policies/terms/	https://groklearning.com/policies/privacy/	This service stores information in the USA.	

Infiniti	The purpose of this system is to manage student borrowing of library books. Users can access the site to search and reserve library books as well as write reviews.	https://sandgatedistrictshs.concordinfiniti.com/login	https://sandgatedistrictshs.concordinfiniti/login	https://sandgatedistrictshs.concordinfiniti.com/login	This service stores information in Australia.	
Jac Plus	JacPLUS is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian Curriculum.	https://www.jacplus.com.au/	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp	This service stores information in the USA.	
LinkedIn	Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.	https://au.linkedin.com/	https://www.linkedin.com/legal/user-agreement	https://www.linkedin.com/legal/privacy-policy	This service stores information in the USA.	
Mental Wellbeing Initiatives	Your mental wellbeing is the unique way that you handle your emotions, respond to stress and also your general outlook on life.	https://mentalwellbeing.initiatives.qld.gov.au/	https://mentalwellbeing.initiatives.qld.gov.au/terms-and-conditions	https://mentalwellbeing.initiatives.qld.gov.au/terms-and-conditions	This service stores information in Australia.	
Microsoft Office 365	With a subscription to Microsoft 365, you can get the latest Office apps like Word, Excel, PowerPoint, and Outlook, the ability to install on PCs, Macs, tablets, and phones, and 1 TB of OneDrive cloud storage.	https://www.microsoft.com/en-au/microsoft-365?rtc=1	https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default	https://privacy.microsoft.com/en-gb/privacystatement	This service stores information in Australia.	
Microsoft Forms	The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook.	https://forms.office.com/	https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx	https://privacy.microsoft.com/en-gb/privacystatement	This service stores information in the USA.	
Myfuture	Myfuture provides resources to explore career pathways and tools to develop self-knowledge to help with career decision-making.	https://myfuture.edu.au/	https://myfuture.edu.au/footer/terms-of-use	https://myfuture.edu.au/footer/privacy-policy	This service stores information in Aus	
My QCE	My QCE will help you plan your pathway to achieving a QCE by the end of Year 12 and explore further study, training and career options.	https://myqce.qcaa.qld.edu.au/	https://myqce.qcaa.qld.edu.au/	https://myqce.qcaa.qld.edu.au/	This service stores information in Australia.	
MYOB	MYOB Business for students is an accounting and business management software	https://app.myob.com/	https://www.myob.com.au/legal/website-terms-of-use	https://www.myob.com.au/privacy-policy	This service stores information in the USA.	
NelsonNet	This service provides customisable, interactive and educational eBooks and digital resources to teachers and students	https://www.nelsonnet.com.au/	https://www.nelsonnet.com.au/legal/end-user-terms-of-service	https://cengage.com.au/privacycentre	This service stores information in the USA.	
Oxford Digital	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 (o-book and assess) curriculums.	http://www.oxforddigital.com.au/	http://www.oxforddigital.com.au/terms.html	https://global.oup.com/privacy?cc=au	This service stores information in Australia.	
Padlet	Padlet is an online collaboration tool used to share resources online between educators and students.	https://padlet.com/	https://padlet.com/about/terms	https://padlet.com/about/privacy	This service stores information in the USA.	
Panopto	Panopto provides a video hosting platform with tools for creating, managing and distributing video, audio, written and other content over the Internet	https://www.panopto.com/	https://www.panopto.com/terms-of-service/	https://www.panopto.com/privacy/	This service stores information in the USA.	
Parent Teacher Online	Parent Teacher Online (PTO) is an online booking service for parent teacher interviews.	https://www.parentteacheronline.com.au/	http://www.parentteacheronline.com.au/terms-and-conditions/	http://www.parentteacheronline.com.au/privacy-policy/	This service stores information in Australia.	
Pearson	Digital portal to access Pearson's suite of digital products including Reader+, Diagnostic and Lightbook	https://www.pearsonplaces.com.au/	https://www.pearson.com.au/terms-of-use	https://www.pearson.com.au/privacy-policy	This service stores information in USA.	
Prezi	Prezi is a cloud based presentation and collaboration tool	http://www.prezi.com/	https://prezi.com/terms-of-use/	https://prezi.com/privacy-policy/	This service stores information in the USA.	

Qld Government. Healthier. Happier.	Healthier. Happier. is all about change and making Queensland the healthiest state. Health tools, tips, recipes, food, fitness and exercises.	https://www.healthier.qld.gov.au/	https://www.healthier.qld.gov.au/website-terms-conditions/	https://www.healthier.qld.gov.au/privacy/	This service stores information in Australia.	
QTAC	The QTAC website provides senior students with tertiary course information and the ability to submit an application	https://www.qtac.edu.au	https://www.qtac.edu.au/about-us/policies	https://www.qtac.edu.au/about-us/policies	This service stores information in Australia.	
Reachout	ReachOut.com helps under 25s with everyday questions through to tough times.	au.reachout.com	https://au.reachout.com/our-policies/terms-and-conditions	https://au.reachout.com/our-policies/privacy-policy	This service stores information in Australia.	
Seek	SEEK is Australia's number one employment marketplace. Find jobs and career related information or recruit the ideal candidate	https://www.seek.com.au/	https://www.seek.com.au/terms/	https://www.seek.com.au/my-privacy/	This service stores information in the USA.	
SkyCiv	An online structural analysis and design software, offering a wide range of design and analysis software for any structures	https://skyciv.com/	https://skyciv.com/about/contact/	https://skyciv.com/about/contact/	This service stores information in USA.	
Soundtrap	Music making, audio editing, loops, autotune, beat maker, all you need to create music free.	https://www.soundtrap.com/	https://www.soundtrap.com/legal/terms/world	https://www.soundtrap.com/legal/privacy/world	This service stores information in the USA.	
State Library of Queensland	State Library of Queensland (SLQ) is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images. One Search, the State Library's catalogue, provides access to all of the State Library's collections.	https://www.slq.qld.gov.au/	https://www.slq.qld.gov.au/services/membership	https://www.slq.qld.gov.au/privacy	This service stores information in Australia.	
Stile	Stile blends interactive science lessons, science news stories and hands-on investigations to empower students to observe, think, write, and argue like real scientists and engineers.	https://stileeducation.com/about	https://stileeducation.com/privacy	https://stileeducation.com/privacy	This service stores information in Australia.	
Survey Monkey	Online surveying for students and staff. Not used for students under the age of 13.	https://www.surveymonkey.com/	https://www.surveymonkey.com/mp/policy/terms-of-use/	https://www.surveymonkey.com/mp/policy/privacy-policy/	USA	
Turnitin	An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback.	https://www.turnitin.com/	https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy	https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Privacy_Policy	This service stores information in the USA.	
Typing.com	Standards-aligned typing curriculum featuring gamified lessons, test prep, and powerful classroom management tools	https://www.typing.com/	https://www.typing.com/privacy-policy	https://www.typing.com/terms-of-service	This service stores information in the USA.	
Unity 3D	The purpose of this website is to provide software download access to the Unity software coding platform. Unity is used for 3D and 2D animation, game design, Virtual Reality (VR) and Augmented Reality	http://www.unity3d.com/	http://unity3d.com/legal/privacy-policy	http://unity3d.com/legal/privacy-policy	This service stores information in the USA	
USI	Unique Student Identifier USI is the website students must use to register for a USI so that they are able to be issued with VET qualifications and University subjects results.	www.usi.gov.au	https://www.usi.gov.au/terms	https://www.usi.gov.au/about-us/privacy	This service stores information in Australia.	
Via Institute on Character	The VIA Survey of Character Strengths is a free self-assessment that takes less than 15 minutes and provides a wealth of information to help you understand your best qualities.	https://www.viacharacter.org/	https://www.viacharacter.org/terms-of-service	https://www.viacharacter.org/privacy-policy	This service stores information in the USA	
Writers' Toolbox (Write That Essay)	Writers Toolbox, formerly known as Write that Essay provides writing program to schools across Australia and New Zealand.	https://www.writethatessay.org/	support@wte.org.au	support@wte.org.au	This service stores information in Australia.	



Online Services Consent Form

Student Information

Surname		Given name/s	
Year Level		School	<i>Sandgate District State High School</i>

Please indicate your choice below by **ticking only one of the boxes** to your child's information being provided to each of the online service providers for the provision of an educational service.

☐ I consent to all websites listed on this document (*requested for 1 to 1 Laptop*)

OR

☐ I consent to my child accessing all websites listed in this document, except those identified as "No" in the final column of the table above.

OR

☐ I do not consent to my child accessing any of the websites listed in this document. I understand that, as a result, they will be unable to access the school's online learning resources and digital learning platforms.

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 the document and any additional consent requirements outlined in the table of services to be disclosed to the online services in accordance with the purpose outlined in approved purposes and the timeframe specified. I also acknowledge that these online services were presented and communicated at my student's enrolment interview.



Name of Parent/Carer giving consent

Parent/Carer Signature

Date