Brisbane School of Distance Education

BrisbaneSDE

Online Services Consent form and Information sheet: Prep – Year 6
Home-based

Date	

Introduction to the Online Services Consent Form for Brisbane School of Distance Education.

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.

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 1 of 8

Queensland Government

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 Senior Enrolments Officer on enrolments@brisbanesde.eq.edu.au.

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 2 of 8

Queensland Government

Online Services Consent form: Prep – Year 6
Home-based

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/S TO WHOM THE CONSENT RELATES	
a. **Full name of student**	
b. **Full name of student**	
c. **Full name of student**	
d. **Full name of student**	
e. **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 (non-identifying) 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

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 3 of 8

Queensland Government

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:	**PAT Adaptive Testing – Reading and Mathematics**
Data hosting:	Onshore
URL:	https://www.acer.org/au/pat
Purpose of use:	Diagnostic testing of student reading and mathematics to inform teaching and learner support
Terms of use:	https://www.acer.org/online-terms-of-use
Privacy policy:	https://www.acer.org/privacy
Consent:	I give consent I do not give consent

Service name:	**ActiveLearn (Pearson)**
Data hosting:	Offshore
URL:	www.pearson.com.au
Purpose of use:	Languages Classroom resources and activities
Terms of use:	https://www.pearson.com.au/privacy-policy/#minor
Privacy policy:	https://www.pearson.com.au/privacy-policy/
Consent:	I give consent I do not give consent

Service name:	**Bug Club**
Data hosting:	Onshore
URL:	http://www.pearson.com.au/
Purpose of use:	A digital learning space for your pupils and a toolkit for you so that you can search, plan, allocate and assess all in one place. Teachers assign reading books and they can be accessed online as well as resources connected with the books.
Terms of use:	https://www.pearson.com.au/terms-of-use/
Privacy policy:	https://pi.pearsoned.com/v1/piapi/policies/static/html/ALPrimaryPearsonEULA.html
Consent:	I give consent I do not give consent

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 4 of 8

Queensland Government

Service name:	**ClickView (ClickView Australia Pty Ltd)**
Data hosting:	Onshore
URL:	https://www.clickview.com.au
Purpose of use:	Clickview produces curriculum-aligned video and interactive content for Teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or create their own interactive video content and activities.
Terms of use:	www.clickview.com.au/terms-and-conditions
Privacy policy:	www.clickview.com.au/privacy-policy/
Consent:	I give consent I do not give consent

Service name:	**Education Perfect**
Data hosting:	Offshore
URL:	www.educationperfect.com/
Purpose of use:	Education Perfect is a powerful tool for student's daily learning, revision, and assessment.
Terms of use:	https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf
Privacy policy:	https://www.educationperfect.com/legal/
Consent:	I give consent I do not give consent

Service name:	**Gimkit.com**
Data hosting:	Offshore
URL:	https://www.gimkit.com/
Purpose of use:	Gimkit is a game-based learning tool that supports students to master content through engaging games.
Terms of use:	https://www.gimkit.com/terms-of-service
Privacy policy:	https://www.gimkit.com/privacy (Students don't have to have accounts)
Consent:	I give consent I do not give consent

Service name:	**Kids Helpline**
Data hosting:	Offshore
URL:	https://schools.kidshelpline.com.au/schools/home/sessions
Purpose of use:	Virtual classroom sessions facilitated by a qualified counsellor to support the following school-based programs: Year 6 to 7 Transition to High School, Student Leadership, CONNECT, Cyber Safety and Personal Growth.
Terms of use:	https://kidshelpline.com.au/privacy
Privacy policy:	https://www.yourtown.com.au/sites/default/files/document/Privacy Policy.PDF
Consent:	I give consent I do not give consent

Service name:	**Literacy Planet**
Data hosting:	Onshore
URL:	www.literacyplanet.com
Purpose of use:	A fun and engaging online learning experience for every child.
Terms of use:	https://www.literacyplanet.com/terms-conditions/
Privacy policy:	https://www.literacyplanet.com/privacy-policy/
Consent:	I give consent I do not give consent

Service name:	**Mathletics**
Data hosting:	Offshore
URL:	www.mathletics.com/au/
Purpose of use:	Mathletics switches kids onto maths. It's fun, supportive and effective for students of all ages and abilities, helping students achieve more across the full Kindergarten to Year 12 curriculum.
Terms of use:	www.3plearning.com/terms/
Privacy policy:	http://www.3plearning.com/privacy/?
Consent:	I give consent I do not give consent

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 5 of 8

Queensland Government

Service name:	**Reading Eggs**
Data hosting:	Onshore
URL:	readingeggs.com.au/
Purpose of use:	ABC Reading Eggs makes learning to read interesting and engaging for kids, with great online reading games and activities.
Terms of use:	readingeggs.com.au/terms/
Privacy policy:	readingeggs.com.au/privacy/
Consent:	I give consent I do not give consent

Service name:	**Seesaw** (Not a textbook)
	See: help.seesaw.me/hc/en-us/articles/204472519-Where-is-my-datea-soted-
Data hosting:	Offshore
	Geographically distributed servers, mostly US
URL:	web.seesaw.me/
Purpose of use:	Seesaw allows students to independently document what they are producing and learning in classes. Students capture learning with photos and videos of their work, or by adding digital creations or by adding text.
	Student work can be shared with classmates or parents and the teacher has control of those permissions.
Terms of use:	web.seesaw.me/terms-of-service
Privacy policy:	web.seesaw.me/privacy/
	web.seesaw.me/privacy-policy
	help.seesaw.me/hc/en-us/articles/203258429
Consent:	I give consent I do not give consent

Service name:	**Soundwaves (Firefly Education Pty Ltd)**
Data hosting:	Offshore
URL:	https://www.imathsonline.com.au/
Purpose of use:	An explicit approach to teaching phonics and spelling
Terms of use:	https://www.fireflyeducation.com.au/about/terms
Privacy policy:	https://www.fireflyeducation.com.au/about/privacy
Consent:	I give consent I do not give consent

Service name:	**Studyladder**
Data hosting:	Onshore
URL:	https://www.studyladder.com.au/
Purpose of use:	Studyladder offer a sequential learning program that includes videos, interactive activities, worksheets and assessments for reporting to teachers and to parents. All part of a complete learning program.
Terms of use:	https://www.studyladder.com.au/about/terms
Privacy policy:	https://www.studyladder.com.au/about/privacy
Consent:	I give consent I do not give consent

Service name:	**Think Mentals**
Data hosting:	Offshore
URL:	https://www.fireflyeducation.com.au/imaths
Purpose of use:	An online platform for teaching and learning mathematics
Terms of use:	https://www.fireflyeducation.com.au/about/terms
Privacy policy:	https://www.fireflyeducation.com.au/about/privacy
Consent:	I give consent I do not give consent

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 6 of 8

Queensland Government

Service name:	**Typing Club**
Data hosting:	Offshore
URL:	www.typingclub.com
Purpose of use:	A series of free interactive courses that teach touch typing skills. Students need to create a profile using their name and an email address so that their progress can be recorded. (They can use a temporary Gmail or Hotmail account to do this and delete it once they've finished using the course.)
Terms of use:	www.typingclub.com/terms.html
Privacy policy:	www.typingclub.com/privacy.html
	Profile information is deleted two months after the lasts date of access.
Consent:	I give consent I do not give consent

Service name:	**Typing Tournament**
Data hosting:	Offshore
URL:	www.typingtournament.com/
Purpose of use:	A complete, 10-finger typing course
Terms of use:	www.typingtournament.com/terms-of-use
Privacy policy:	www.typingtournament.com/privacy-policy
Consent:	I give consent I do not give consent

Service name:	**Wushka (Modern Star Pty Ltd)**
Data hosting:	Onshore
URL:	www.wushka.com.au
Purpose of use:	Digial reading program that offers levelled reading materials to support students learning to read.
Terms of use:	https://wushka.com.au/school-terms-and-conditions/
Privacy policy:	https://wushka.com.au/privacy/
Consent:	I give consent I do not give consent

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 7 of 8

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 consenter:		
Signature or mark of consenter:		**Date:**
Student a) **Print name of student a:**		
Signature or mark of student a*:		**Date:**
Student b) **Print name of student b:**		
Signature or mark of student b*:		**Date:**
Student c) **Print name of student c:**		
Signature or mark of student c*:		**Date:**
Student d) **Print name of student d:**		
Signature or mark of student d*:		**Date:**
Student e) **Print name of student e:**		
Signature or mark of student e*:		**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.*

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.

A copy of the explanatory letter has been provided to the person giving consent.

Print name and role of person taking the consent:		
Signature of person taking the consent:		**Date:**

Online Services Consent form and Information sheet: Prep – Year 6 Home-based
online-service-consent-form-p-6-hb; 18 October 2023
Page 8 of 8

Queensland Government