



Online Services at Northern Bay College 2021

What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

- 1) Teaching and learning
- 2) Communication and engagement with parents
- 3) Student administration
- 4) School management
- 5) Complying with legal requirements; and
- 6) Other purposes stated in the Schools' Privacy Policy.

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes, or where permitted by law. Where appropriate school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please click this [link](#) to read important privacy information for parents, guardians and carers.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the Information Privacy Principles. Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

What content and materials will be shared through the online services?

Students may have the ability to create, store and share any schoolwork related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

What school policies and support apply to these services?

The following school policies and documents apply: Acceptable User Agreement, Student Engagement and Wellbeing Policy, Social Media Communications Policy, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours.

Our school policies are available from <https://www.nbc.vic.edu.au/about/policies>

If you wish to request access to your or your child's information, or have any questions, please contact your Campus Principal.

Online Services Used For Multiple Purposes

Online Service	Purpose	Information Type	Data Storage Location	Accounts
Compass	* Teaching and Learning * Parent communication and engagement * Student administration * School management	Student Code Student Full Name Student Year Level Student Class Student DOB Student Email Student Photo Student ATSI status Student Health and Welfare Information Student Behavioural Information Student Assessment Parent Details	Victoria, Australia	Student Staff Administrator Parent
uniFLOW	* School print management solution	Student Code Student Full Name Student Email Student Homegroup Student Campus	Victoria, Australia	Student Staff Administrator
JAMF Pro	* School iPad Management Software	Student Code Student Full Name Student Email Student Year Level Student Campus	Victoria, Australia	Student Staff Administrator

Online Services Used For Teaching and Learning and Where Applicable For Communicating with Parents and Families

Online Service	Purpose	Information Type	Data Storage Location	Accounts
Seesaw	* Teaching and learning * Parent communication and engagement	Student Code Student Full Name Student Class Parent email Staff details	Australia	Student Staff Administrator Parent
G-Suite for Education (School provisioned)	Various subjects * Communication and engagement with parents *Teaching and Learning	Student Code Student Full Name Student Email Student Year Level Student Class Student Campus Student Work Student Assessment	Overseas	Student Staff Administrator
Accessit	* Library Management System	Student Code Student Full Name Student Photo Student Homegroup Student DOB Student Email Student Year Level Student Campus Parent A First Name Parent A Email Address	Victoria, Australia	Student Staff Administrator
Epic!	Literacy * Teaching and Learning	Student First Name (and Initial)	Overseas	Student Staff

Online Services Used For Teaching and Learning and Where Applicable For Communicating with Parents and Families

Online Service	Purpose	Information Type	Data Storage Location	Accounts
		Student Year Level Student Class Student Assessment		
Teach Your Monster to Read	Literacy * Teaching and Learning	Student First Name (and Initial) Student Year Level Student Class	Overseas	Student Staff
Maths Pathways	Numeracy *Teaching and Learning	Student First Name (and Initial) Student Year Level Student Class Student Assessment	Australia	Student Staff Administrator
Study Ladder	*Teaching and Learning	Student Full Name Student Year Level Student Class Student Assessment	Overseas	Student Staff Administrator
Essential Assessment	*Teaching and Learning	Student Full Name Student Year Level Student Class Student Assessment	Australia	Student Staff Administrator
PAT	*Teaching and Learning	Student Full Name Student Year Level Student Class Student Email Student Assessment	Australia	Student Staff Administrator
Other online services used for short periods	Various subjects * Parent communication and engagement (if applicable) *Teaching and Learning	Student First Name (and Initial) Student Class Student Work	Victoria Australia or Overseas	None or Teacher only