



CERES PRIMARY SCHOOL

Principal: Lissa Young
605 Barrabool Road
CERES 3221

Phone: 03 5249 1382

Fax: 03 5249 1219

Email: ceres.ps@edumail.vic.gov.au

Web: www.ceresps.vic.edu.au

Online Services at Ceres Primary School as of 22 April 2020

What type of online services are used at our school?

Our school uses a variety of online services and applications (**Compass, Seesaw, Webex Meetings, Mathletics, Literacy Planet, Essential Assessment**) 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.

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 school work 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 Use Agreements, Student Engagement Policy, Photography and Filming Policy, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from **Compass**.

If you wish to request access to your or your child's information, or have any questions, please contact Lissa Young at (03) 5249 1382.



**CPS Super 7 Values: Bucket Filling | Risk Taking | Respect & Tolerance
Safety | Resilience | Organisation | Best Effort**

Ceres Primary School is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse.
(Child Safe Standards).