

Attachment A - Online Services Assessment

General Information

a) *What is the online service called?*

Google Apps for Education

b) *What does the online service provide?*

Google Apps for Education provides a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility.

c) *Who is the service provider?*

Google Inc.

ABN 34 118 972 998 A U.S. company based in California

d) *Who will administer the technology at the school?*

The technology will be pushed out to Ipads by the Information Technology Executive Leade. All teachers will be able to administer the technology to their classrooms with the work being done collaboratively between teachers, ES staff and students. The technology will be monitored by classroom teachers as everything posted must first be approved by teachers.

e) *How will the school be using the online service?*

Teachers and syudents will be using the apps to access calendars, create and share documents. It will also be a means for student to create portfolio to asses student learning and provide feedback to students. It will correlate with the ongoing reporting to provide evidence of students progression of learning. The spaces used by the students and classroom teacher and also the Information Technology Executive Leader.

f) *Where can information about the online service be found?*

<https://www.google.com/cloud/>

Use and Disclosure by School

g) *What information of individuals will the school use and disclose to the service provider?*

Student first names will be used. There will also be pictures and videos of them explaining their work that will be held by the server and can be accessed by their parents or guardians. No other individual information will be shared.

h) *How will the school use the information of individuals?*

Students first names will be used to distribute work and also showcase work through a portfolio. Generalist teachers and specialist teachers will be using it co-operatively.

i) *Where will the service provider store the information disclosed to it?*

Servers outside of Australia

j) *What school policies will apply to the use of the online service?*

Link to River Gum Primary School Policy Document: <https://www.rivergumps.vic.edu.au/parents/our-school-policies-forms/>

k) Will the school be able to access and retrieve all content, including messages or other communications from the online service?

Copy and pasted from the sharing information policy and question website

<https://support.google.com/docs/answer/2494893?co=GENIE.Platform%3DDesktop&hl=en>

l) Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?

No other access only through a gmail/google drive.

Collection by Service Provider

m) How will the service provider use information of individuals that is collected from the school?

To generate personal ID and login details for a Google Apps for Education account and to access the Google Apps for Education products.

n) What information of individuals will the service provider collect in the course of the use of the online service?

Google Inc. may collect information about the services accessed by students and how they are used, this includes and viewing or interacting with content. Information that is collected may relate to:

- Device information
- Log information
- Location information
- Unique application numbers
- Local storage
- Cookies and anonymous identifiers

o) How will the service provider use information collected in the course of an individual's use of the online service?

This information (which include personal information) is used to provide, maintain, protect and improve the online services, to develop new ones, and to protect Google and other users. For more information about Google's privacy policy, please refer to: <http://www.google.com.au/intl/en/policies/privacy/#infocollect>

Copyright

p) What content or works will individuals share in the course of their use of the online service? The student may create work that contains information about them or their family, including:

- art work or photographs
- video or digital story
- comments and insights on information
- school projects and assessment materials
- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers.

p) Who will be able to see the content or work?

The only audience will be the staff and students at River Gum Primary School.

q) Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?

The reproduction of individual student work will only be done via the consent of individual students and their families.

r) If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?

The reproduction of student work would be used to demonstrate excellence and celebrate the efforts of students with the wider community.

(N1374183) **Date published:** March 2015. This document has been prepared to provide advice to Victorian government school principals and other DET staff and is not for general distribution. This document is not publicly available and can be accessed only via the Department's intranet site, eduGate. Please contact Legal Division for legal advice about your specific circumstances on 9637 3146 or at legal.services@edumail.vic.gov.au