



Cairns School of Distance Education

62 Hoare Street Manunda 4870
PO Box 7092 Cairns 4870
Phone: 07 4080 9111
cairnssde.eq.edu.au

School based yrs 7 to 9 Online Services Consent Form

Introduction to the Online Services Consent Form for Cairns 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.

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 **Meg Roberts, Enrolments Officer - School based** using email address schoolbasedenrolments@cairnssde.eq.edu.au or phone number **0740809225**.

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 TO WHOM THE CONSENT RELATES

a) 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

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 valid until **12/12/2025**. Consent is obtained upon enrolment and renewed when students move into a new phase of learning (i.e. Years P-3, 4-6, 7-10 and 11-12).

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.

Education Perfect

Data hosting: Offshore

URL: <https://www.educationperfect.com/>

Purpose of use: Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress. NOTE: The department has negotiated QITC contract terms with Education Perfect. Schools wanting to purchase Education Perfect Subscriptions should refer to KBA0033252

Terms of use: <https://www.educationperfect.com/standard-terms-and-conditions/>

Privacy policy: <https://www.educationperfect.com/privacy-policy/>

Please answer:

☐ I give consent ☐ I do not give consent

Arcgis

Data hosting: Onshore

URL: <https://www.arcgis.com/index.html>

Purpose of use: 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.

Please answer:

☐ I give consent ☐ I do not give consent

Canva for Education

Data hosting: Offshore

URL: <https://www.canva.com/education/>

Purpose of use: Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.

Terms of use: <https://about.canva.com/terms-of-use/>

Privacy policy: <https://about.canva.com/privacy-policy/>

Please answer:

☐ I give consent ☐ I do not give consent

ClickView

Data hosting: Onshore

URL: <https://www.clickview.com.au/>

Purpose of use: Clickview produces curriculum-aligned video and interactive content for teachers and students. Teachers can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.

Terms of use: <https://www.clickview.com.au/clickview-online-terms/>

Privacy policy: <https://www.clickview.com.au/privacy-policy/>

Please answer:

☐ I give consent ☐ I do not give consent

Computer science coursework

Data hosting: Onshore

URL: <https://code.org/>

Purpose of use: Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.

Please answer:

☐ I give consent ☐ I do not give consent

Digital Solutions Online

Data hosting: Onshore

URL: <https://www.ipito.com.au/login.php>

Purpose of use: Digital Solutions Online provides the resources needed to teach the Queensland syllabus using the web applications technology context.

Please answer:

☐ I give consent ☐ I do not give consent

Oxford Digital - Under reassessment

Data hosting: Onshore

URL: <https://www.oxforddigital.com.au/>

Purpose of use: 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 (obook and assess) curriculums.

Terms of use: <http://www.oxforddigital.com.au/terms.html>

Privacy policy: <https://global.oup.com/privacy?cc=au>

Please answer:

☐ I give consent ☐ I do not give consent

Turnitin

Data hosting: Offshore

URL: <https://www.turnitin.com/>

Purpose of use: An assignment submission service with inbuilt tools designed to track submissions, detect plagiarism and deliver formative and summative assessment feedback.

Terms of use: https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy

Privacy policy: https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Privacy_Policy

Please answer:

☐ I give consent ☐ I do not give consent

Kahoot! for Schools

Data hosting: Offshore

URL: <https://kahoot.com>

Purpose of use: Kahoot! for Schools, allows educators to play, create and host learning games, quizzes or polls (kahoots) or choose from ready-to-play games, templates and question banks. Students can play virtually or in class as individuals in self-paced mode or in teams in game mode. Kahoots can be used to revise or reinforce content, introduce new topics or collect feedback and results are collated in basic reports. #NOTE: This assessment is based on the Education product offered to schools and teachers for all plan types: Individual plans for teachers (School Services); and School or District site licence plans - Kahoot! EDU.

Terms of use: <https://trust.kahoot.com/terms-and-conditions/>

Privacy policy: <https://trust.kahoot.com/privacy-policy/>

Please answer:

☐ I give consent ☐ I do not give consent

Quizizz

Data hosting: Onshore

URL: <https://quizizz.com/?lng=en>

Purpose of use: Quizizz supports learning in lessons.

Please answer:

☐ I give consent ☐ I do not give consent

Padlet - Under reassessment

Data hosting: Offshore

URL: <https://padlet.com/>

Purpose of use: Padlet is an online collaboration tool used to share resources online between educators and students.

Terms of use: <https://padlet.com/about/terms>

Privacy policy: <https://padlet.com/about/privacy>

Please answer:

☐ I give consent ☐ I do not give consent

State Library of Queensland

Data hosting: Onshore

URL: <https://www.slq.qld.gov.au/>

Purpose of use: 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.

Terms of use: <https://www.slq.qld.gov.au/services/membership/>

Privacy policy: <https://www.slq.qld.gov.au/home/privacy>

Please answer:

☐ I give consent ☐ I do not give consent

Adobe express

Data hosting: Onshore

URL: <https://www.adobe.com/express/>

Purpose of use: Used across faculties for editing PDF documents.

Please answer:

☐ I give consent ☐ I do not give consent

Khan Academy

Data hosting: Onshore

URL: <https://www.khanacademy.org/>

Purpose of use: Supports learning across all learning areas.

Please answer:

☐ I give consent ☐ I do not give consent

Brake driver awareness program

Data hosting: Onshore

URL: <https://www.brake.org.au/>

Purpose of use: Used in the HPE faculty.

Please answer:

☐ I give consent ☐ I do not give consent

Australian Sports Commission

Data hosting: Onshore

URL: <https://www.ausport.gov.au/>

Purpose of use: Used in the HPE faculty.

Please answer:

☐ I give consent ☐ I do not give consent

Visual Studio Code

Data hosting: Onshore

URL: <https://code.visualstudio.com/download>

Purpose of use: Use to support ICT and DIGITAL SOLUTIONS subjects.

Please answer:

☐ I give consent ☐ I do not give consent

Capcut

Data hosting: Onshore

URL: <https://www.capcut.com/>

Purpose of use: Used for Video editing.

Please answer:

☐ I give consent ☐ I do not give consent

Mixcraft

Data hosting: Onshore

URL: <https://acoustica.com/products/mixcraft>

Purpose of use: Used for audio mixing.

Please answer:

☐ I give consent ☐ I do not give consent

Adobe Premiere

Data hosting: Onshore

URL: <https://www.adobe.com/au/products/premiere.html?msockid=17d6e41d67116cc0094ef10166e26dae>

Purpose of use: Used for Video editing

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Email address; country**

Please answer:

☐ I give consent ☐ I do not give consent

My future

Data hosting: Onshore

URL: <https://myfuture.edu.au/>

Purpose of use: Used in Career Education.

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First Name; Surname; Email address; age**

Please answer:

☐ I give consent ☐ I do not give consent

Compass

Data hosting: Onshore

URL: <https://www.compass.education/>

Purpose of use: Compass is an integrated learning management system, which enables school administration, financial management, student behaviour management and teacher development. It supports staff and student collaboration with online file storage of student works and associated videos.

Terms of use: <https://sites.google.com/compass.education/policies/terms-of-use>

Privacy policy: <https://sites.google.com/compass.education/policies/privacy?authuser=0>

Additional consent is being sought for the following reasons (as per Section 2b):

- Student image, video, and/or recording are: **stored**
- The following additional student personal information is disclosed: **First Name; Surname; Email Address; Gender; Date of birth; age; Year level; class name; country or state; title**
- The following parent personal information is disclosed: **First name; Surname; Email Address; Gender; Date of birth; age; country or state; title**

Please answer:

☐ I give consent ☐ I do not give consent

Campion MyConnect

Data hosting: Onshore

URL: <https://www.campion.com.au>

Purpose of use: Campion Education is an online program that provides educational resources and digital content. The MyConnect platform enables users to read e-Books (online and offline), manage licences for digital resources sourced from additional publishers and integrate user content.

Terms of use: <https://www.campion.com.au/terms-conditions/>

Privacy policy: <https://www.campion.com.au/privacy-policy/>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **Email address, first name; surname; year level; class; parent email;**
- The following parent personal information is disclosed: **email address**

Please answer:

☐ I give consent ☐ I do not give consent

Studyladder - Under reassessment

Data hosting: Offshore

URL: <https://www.studyladder.com.au/>

Purpose of use: Free online educational activities created by Australian teachers to support teachers and students.

Terms of use: <https://www.studyladder.com.au/about/terms>

Privacy policy: <https://www.studyladder.com.au/about/privacy>

Additional consent is being sought for the following reasons (as per Section 2b):

- The following additional student personal information is disclosed: **First name**

Please answer:

☐ I give consent ☐ I do not give consent

6. CONSENT AND AGREEMENT

School name: Cairns School of Distance Education

Form due date: 09/05/2025

Person giving consent – I am: *

- ☐ 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 student

Print name of consenter

Signature or mark of consenter

Date

Signature or mark of student *

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:

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
2. 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