Cairns School of Distance Education

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2027 School Based Languages Online Service Consent Form - Year 7 to Year 12

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 **School Based Enrolments Officer, Administration Officer** using email address **schoolbasedenrolments@cairnssde.eq.edu.au** or phone number **40809111**.

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 **10/12/2027.** 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.

Adobe Creative Cloud K-12

Data hosting:	Offshore
URL:	https://creativecloud.adobe.com/
Purpose of use:	A collection of software used for graphic design, video editing, web development, photography, along with a set of mobile applications. Refer to Supply Arrangement QED-1011388.
Terms of use:	https://www.adobe.com/au/legal/terms.html
Privacy policy:	https://www.adobe.com/au/privacy/policy.html

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: **Works; Image; Video or audio recording; Email address; Country or State**

Please answer:

◯ I give consent ◯ I do not give consent

Blooket

Data hosting: Offshore
URL: https://www.blooket.com
Purpose of use: Blooket is a game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in class.
Terms of use: https://www.blooket.com/terms
Privacy policy: https://www.blooket.com/privacy

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; Month and year of Birth; Works; Audio Recordings; First name; Surname; School name; Nickname; Username - determined by user; Responses - online learning, surveys, forms; Email address**

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: Canva is an online tool for designing and publishing. It has a drag-and-drop editor and content libraries of images, fonts, and templates.
Terms of use: https://www.canva.com/policies/terms-of-use/
Privacy policy: https://www.canva.com/policies/privacy-policy/

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; Works; Image; Video or audio recording; Email address; Year level; Class Name; School name; Country or State/Province**

Please answer:

◯ I give consent ◯ I do not give consent

ClickView

Data hosting: Onshore

URL: https://www.clickvieweducation.com/en-au

Purpose of use: ClickView is a curriculum-aligned video platform with content, interactive tools, quizzes, and analytics to support teaching and learning.

Terms of use: https://www.clickvieweducation.com/en-au/legal/online-terms

Privacy policy: https://www.clickvieweducation.com/en-au/legal/privacy-policy

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; Works; Academic testing; Image; Video or audio recording; Email address; Responses - online learning, surveys, forms; Year level; Role; Class Name; School name; Country or State; Username**

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. Refer to Supply Arrangement DETSOA-75639.

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 and published**
- Student works are: **stored and published**
- The following additional student personal information is disclosed: **First name; Surname; Email; Gender; DOB; Age; Behaviour records/notes; Support arrangements; Absence reason; Interview/contact records; USI; Medical details; ID; Electronic signature; Location data; Biometric data; Consent; Attendance; Academic testing/results; Personality profiling; Career goals/interests; Emergency contacts; Works; Images; Audio/video recordings; Address; Phone; Languages; Online learning/survey/form responses; Timetabling; Year; Title; Username; Class; School; Country/state**
- The following parent personal information is disclosed: **First name; Surname; Email; Gender; DOB; Age; Behaviour records/notes; Support arrangements; Absence reason; Interview/contact records; USI; Medical details; ID; Electronic signature; Location data; Biometric data; Consent; Attendance; Academic testing/results; Personality profiling; Career goals/interests; Emergency contacts; Works; Images; Audio/video recordings; Address; Phone; Languages; Online learning/survey/form responses; Timetabling; Year; Title; Username; Class; School; Country/state**

Please answer:

◯ I give consent ◯ I do not give consent

Education Perfect

Data hosting: Offshore
URL: https://educationperfect.com
Purpose of use: Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Refer to Supply Arrangement QEDSOA-97197-5
Terms of use: https://www.educationperfect.com/standard-terms-and-conditions/
Privacy policy: https://www.educationperfect.com/privacy-policy/

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; works; video or audio recordings; email address; academic results; year level; class name; school name; country or state; responses - online learning, surveys, forms**
- The following parent personal information is disclosed: **Email address**

Please answer:

◯ I give consent ◯ I do not give consent

Kahoot! EDU

Data hosting: Offshore
URL: https://kahoot.com/
Purpose of use: Kahoot! EDU 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.
Terms of use: https://trust.kahoot.com/terms-and-conditions/
Privacy policy: https://trust.kahoot.com/privacy-policy/

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: **Date of Birth; Works; Image; Video or audio recording; Age; Responses - online learning; Email address; Results; Class Name; School name; Username; Country or State**

Please answer:

◯ I give consent ◯ I do not give consent

Language Gym

Data hosting: Offshore
URL: https://www.language-gym.com/
Purpose of use: The Language Gym provides online resources to help students learn French, Spanish, German, Italian, Malay, and Mandarin languages.
Terms of use: https://www.language-gym.com/terms
Privacy policy: https://www.language-gym.com/privacy

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

- The following additional student personal information is disclosed: **School email address; Class Name; Student Statistics/progress; First name; Last name; Online Learning responses**

Please answer:

◯ I give consent ◯ I do not give consent

Padlet

Data hosting: Offshore
URL: https://padlet.com/
Purpose of use: A digital whiteboard and content creation platform where users can collaborate, present content and develop projects. Users can post text, images, videos, and other content to a shared board for team members to contribute and provide feedback.
Terms of use: https://legal.padlet.com/terms
Privacy policy: https://legal.padlet.com/privacy

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; location data; bio; works; image; video or audio recording; responses - online learning, surverys, forms; email address; school name; role; username - determined by user; responses - online learning, surverys; forms**

Please answer:

◯ I give consent ◯ I do not give consent

Schoolzine

Data hosting: Onshore
URL: https://www.schoolzine.com/
Purpose of use: Provides communication and content creation software, including, eNewsletters, SZapp school mobile communication app, and Session Keeper school parent-teacher interviews booking system. Refer to Supply Arrangement DETSOA-63239.
Terms of use: https://www.schoolzine.com/terms/
Privacy policy: https://www.schoolzine.com/privacy-policy/

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: **Reason for absence; records of interview and/or contact; consent; home address; attendance; emergency contacts; works; image; first name; surname; gender; date of birth; phone number; year level; class name; school name**
- The following parent personal information is disclosed: **First name; surname; email address; electronic signature; home address; image; school name; gender; date of birth; phone number; responses - surveys, forms**

Please answer:

◯ I give consent ◯ I do not give consent

Wayground (formerly Quizizz)

Data hosting: Offshore
URL: https://wayground.com
Purpose of use: Wayground (formerly Quizizz) is an online learning platform that enables educators and learners to create, share, and participate in interactive quizzes/ assessments, lessons and games.
Terms of use: https://wayground.com/terms
Privacy policy: https://wayground.com/privacy

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; Parent email address; age; works; video or audio recording; responses - online learning; surveys; forms; email address; year level; class name; school name; username - determined by user; country or state**
- The following parent personal information is disclosed: **Email address**

Please answer:

◯ I give consent ◯ I do not give consent

Zenva Schools

Data hosting: Onshore
URL: https://schools.zenva.com/
Purpose of use: Zenva Schools is an education platform that provides teachers and students with curriculum-aligned lessons, project-based activities and resources in digital technologies, coding, and game creation.
Terms of use: https://schools.zenva.com/terms/
Privacy policy: https://schools.zenva.com/privacy-policy/

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

- The following additional student personal information is disclosed: **First Name; Surname; Responses - Online Learning, Surveys, forms; Email address; Year Level; Class Name; School Name; Username/Student ID or other unique identifier; Role, Responses - online learning, surveys, forms**

Please answer:

◯ I give consent ◯ I do not give consent

Corella

Data hosting: Onshore
URL: https://corella.ai.qld.gov.au/
Purpose of use: Corella is the department's generative AI (genAI) tool designed to support staff and students in Queensland State Schools. It allows users to brainstorm ideas, research topics, complete administrative tasks and summarise documents.

Please answer:

◯ I give consent ◯ I do not give consent

6. CONSENT AND AGREEMENT

School name: Cairns School of Distance Education

Form due date: 26/02/2027

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