

Attachment A

Compass

Online Services Assessment

General Information

- a) *What is the online service called?* **Compass School Manager**
- b) *What does the online service provide?* **Compass School Manager is an online school management system which provides access to comprehensive student management tools, teaching & learning tools and administration tools. Compass provides a front-end interface for the school timetable, roll marking, parent teacher interview (PTI) bookings and the ability to record, manage, organise and communicate information to staff, students and parents related to: attendance, wellbeing, new enrolments, chronicles, event organisation, assessment & reporting and payments. Compass provides secure access to teachers, parents and students at school or at home.**

For further information see: <https://www.compass.education/>
- c) *Who is the service provider?* **JDLF International Pty. Ltd.**
- d) *Who will administer the technology at the school?* **The online service coordinator along with the schools technical personnel will administer Compass at the school.**
- e) *How will the school be using the online service?* **The school will utilise all services offered by Compass, which include:**
- Staff, Student and Parent Portal
 - Attendance and Roll Marking
 - Online Payments and consent
 - Event Planning, Approvals and Payments
 - Semester and Progress Reporting
 - Resource and Curriculum Builder
 - Budgeting and Purchase Orders
 - News Feed and Calendaring
 - Parent Teacher Interviews (PTI)
 - Wellbeing and Behaviour Management
 - Communication and Contact Information

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

The following links provide extensive information about Compass:

Compass Website

<https://www.compass.education>

Website Policies

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

Payment Terms

<https://www.compass.education/Corporate/payment>

Privacy Policy

<https://www.compass.education/Corporate/privacy>

Use and Disclosure by School

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

The school will provide the following information to the online service provider (JDLF International Pty Ltd):

Student Information

Full name, Cases ID, gender, contact information including email address, phone number and mailing address, Wellbeing information, LDAP user name and password, student achievement data, attendance information medical and health information and Photograph.

Parent or Carer (including parent B or alternate parent) Information:

Full Name(s), gender, contact information: email address, phone number and mailing address, username and passwords to access the portal records of payments made for school events, records of permission and consent given for school activities and student absences.

Staff Information

Full name, Cases ID, gender, contact information including email address, phone number and mailing address, username and passwords to access the portal

Compass does not share your personal information with companies, organisations, government departments and individuals outside of JDLF International ("Third Parties") unless one of the mentioned circumstances apply:

Compass Privacy Policy for further information '*Information we share (IPP 5)*'

<https://www.compass.education/Corporate/privacy>

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

The school will use personal information of its users to generate a Compass account.

The online service provider (JDLF International) will then use a software tool called Sussi, which is installed on a school LDAP server to perform a real-time synchronization of user information from the school server to Compass servers. The school will continue to provide Compass with user information for the purpose of updating personal details.

- i) *Where will the service provider store the information disclosed to it?* Victoria (Department of Education & Training WAN)
- j) *What school policies will apply to the use of the online service?*
- Acceptable Use Policy**
<http://sssc.vic.edu.au/wp-content/uploads/2016/08/ICT-Swinburne-Acceptable-Use-Agreement-2017.pdf>
- Online Services – Participation and Privacy Consent**
<http://sssc.vic.edu.au/wp-content/uploads/2017/09/OS-Participation-Privacy-Consent.pdf>
- Media Consent Form**
<http://sssc.vic.edu.au/wp-content/uploads/2013/11/consent-form-.pdf>
- School Privacy Policy**
<http://sssc.vic.edu.au/wp-content/uploads/2017/09/Swinburne-Senior-SC-Privacy-Policy.pdf>
- Cyber Safety**
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberteach.aspx>
- Office of the eSafety Commissioner**
<http://www.cybersmart.gov.au/report.aspx>
- k) *Will the school be able to access and retrieve all content, including messages or other communications from the online service?* The school has the capacity to update, retrieve and modify data stored within the Compass school portal at any time.
- Students transferring or leaving the school will need to download all required files. Once a student exits the school their account is archived and the student and their parent or carer will no longer have access to the Compass school portal. Compass will store all student and school data on its servers for approximately 20 years. School administrators if required, can access archived student and parent or carers information and retrieve it if necessary. A typical example could be a past student needing a semester report or reference letter.
- l) *Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?* Students of parents who do not consent to the use of Compass will be provided with alternate arrangements for accessing information, notifications and receiving communications.
- These arrangements include but not limited to:**
- school posting by mail progress and semester reports, parent teacher interview bookings and school news and information.
 - students will be required to maintain a hardcopy of their school timetable.
 - student to check school servers for assessment tasks
 - parents or carers to visit the school to make payments
- School users with restricted access**
 School users can access the online service (Compass) at school by borrowing a school laptop from the library or using a school desktop in a classroom.
- Teacher aides will provide assistance at school to students who are restricted or impaired by a disability.

Collection by Service Provider

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

Compass will use personal information of students, parents and staff provided by the school to:

- set up user accounts
- create contact information for SMS and email communication
- use medical information to alert teachers of students with medical conditions.
- store information relevant to teaching and learning, school events, parent teacher interview bookings, reporting, wellbeing, attendance and achievements.

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

The service provider (JDLF International) will have access to the following information:

- Details such as your IP address and cookies.
- Device information, such as your hardware model, operating system, geographical positioning information and UID.
- Details of how you used our service and your activity.
- Experience information, including errors, device crashes, system activity, hardware settings, browser type, browser language, the date and time of access.
- Local storage: we may collect and store information (including personal information) locally on your device using mechanisms such as browser web storage (including HTML 5) and application crash data.

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

Compass uses the data collected from their services to develop, provide, maintain and improve them as well as to develop new products and services. Additionally they may use this data to protect users and clients. They also use this data to tailor relevant content to you. When you contact JDLF International they may keep a record of your communication to help assist with your enquiry and any investigations. Details of this communication may also be disclosed to the client, for whom we manage the service.

Copyright

p) *What content or works will individuals share in the course of their use of the online service?*

Students may create and share 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?*

Content collected in Compass will not be available publicly. Public access is prohibited and all Compass school account holders are restricted to their school portal. Generally teachers will publish content to their classes allowing students a fast and easy way to access learning tasks. Teachers have full control over their classes allowing full control, monitoring and the ability to modify their classes as required. Additionally, School staff will have access to students' data to ensure that staff can access relevant information about child within their duty of care.

Student access to Compass is restricted, however they will have access to their personal information, timetable, learning tasks, class resources, news feed, attendance information, school reports and assessments, receive notifications and email their teachers. Students will not have permission to modify, create or delete content stored in classes or content they do not own.

Parents or carers will have access to content and information pertaining to their child, including: Access progress reports, Book Parent/Student/Teacher conferences, View up-to-date class and school attendance information, Approve or enter upcoming or past absences, Download Student Reports, Download, print, approve and pay for excursions, Update your registered email and mobile number (used for SMS alerts) details, Access information regarding school events and news.

Principal class, welfare coordinators and online service coordinators will have administrative access to classes and all other spaces within Compass.

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

Swinburne Senior Secondary College and the State of Victoria (Department of Education) have the rights to reproduce and/or use student works. The college publishes an annual college magazine, monthly newsletters and other communication with the college and wider community. The college maintains a website and social media sites that are used to promote the school, publish student work and for teaching and learning. A feature of college life is the creation and use of photographs and videos of students, student produced images, video, sound works and artworks. Teachers and students use social media applications for teaching and learning. In order for this to occur the college requires consent from parents and students.

School Privacy Policy

<http://sssc.vic.edu.au/wp-content/uploads/2017/09/Swinburne-Senior-SC-Privacy-Policy.pdf>

Media Consent Form

<http://sssc.vic.edu.au/wp-content/uploads/2013/11/consent-form-.pdf>

College Acceptable Use Agreement

<http://sssc.vic.edu.au/wp-content/uploads/2016/08/ICT-Swinburne-Acceptable-Use-Agreement-2017.pdf>

G Suite for Education (Online) Agreement

https://gsuite.google.com/intl/en/terms/education_terms.html?_ga=2.252699200.836414513.1504744979-484478335.1504744979

Does Google Own Student Data?

https://edu.google.com/intl/en_au/trust/#does-google-own-school-or-student-data

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?*

Swinburne Senior Secondary College may publish, reproduce, communicate and share student work to demonstrate excellence and celebrate the efforts of students on their website, newsletter, college magazine and promotional materials.

Students work may be the following whilst a student at Swinburne Senior Secondary College:

- Artwork
- Photograph
- Video
- Blog
- Wiki
- School project
- Sound work
- Poem
- Writing
- Image

Student work will remain the property of the student unless they give permission for it to be displayed elsewhere.