



Online Service Information

At Pascoe Vale Girls College we use a range of online services to enhance your daughter’s learning and to streamline the administration of the college. Whenever your daughter’s personal information is stored by such a service, we will inform you of the nature of the service, why we think it is an important element of your daughter’s education and the nature of the information stored.

Compass School Manager

General Information	
What is the online service called?	Compass School Manager (Compass)
What does the online service provide?	<p>Compass is a School Management service. It facilitates the day-to-day running of the school.</p> <p>It allows students to:</p> <ul style="list-style-type: none"> ● Access their own timetables ● See upcoming events that apply to them, such as excursions and assemblies ● View their own attendance data ● Access resources for their classes ● View work left for classes by teachers <p>It allows college staff to:</p> <ul style="list-style-type: none"> ● Access their own timetables and the timetables of others ● Mark class rolls ● See upcoming events for the college ● Schedule events ● View attendance data for students ● Leave work for their classes ● Send resources to their classes. ● Update attendance data (for example by adding approvals to absences) ● Contact students by email ● Contact students’ parents by email ● Identify students in their classes with a serious medical condition ● Organise parent/teacher conferences ● Write student reports ● See their students’ NAPLAN and On Demand Testing data <p>It allows parents to:</p> <ul style="list-style-type: none"> ● View their daughter’s attendance data ● View their daughter’s timetable

	<ul style="list-style-type: none"> ● View their daughter's reports ● Book Parent/Teacher Interviews ● Access School Documentation
Who is the service provider?	JDLF International A Victorian based incorporated company.
Who will administer the technology at the school?	Compass will be administered by the Assistant Principal, Ms Jan Campione, under the supervision of the Principal, Miss Helen Jackson.
How will the school be using the online service?	Pascoe Vale Girls College will use Compass to: <ul style="list-style-type: none"> ● Record and track student attendance ● Inform families of student attendance ● Manage the day-to-day operations of the school (alterations to the timetable). ● Notify students and teachers of alterations to the timetable on a daily basis ● Inform students of work to be completed in class ● Manage school events such as assemblies and excursions ● Distribute official documentation to staff, students and parents ● Record student progress ● Identify students with serious medical conditions ● Organise and manage Parent/Teacher Interviews ● Allow classroom teachers to email students and parents of their classes (NB: Parent email addresses are not visible to teachers) ● Allow Student Managers (Year Level Coordinators, Attendance Officers and Principal Class Members) to access parents' contact details
Where can information about the service be found?	http://jdlf.com.au/
Personal Information – Use and Disclosure by School	
What personal information of individuals will the school use and disclose to the service provider?	<p>The college discloses the following student information to JDLF for the running of Compass.</p> <ul style="list-style-type: none"> ● Full name ● Date of Birth ● Student ID ● School ● Timetable ● School Email Address ● Home Address <p>The college discloses the following parent information to JDLF for the running of Compass.</p> <ul style="list-style-type: none"> ● Parents' Names ● Postal and Home addresses ● Phone numbers ● Email addresses <p>The college discloses the following teacher information to JDLF for the</p>

	<p>running of Compass.</p> <ul style="list-style-type: none"> ● Full name ● Work email address ● TO (Staff ID) number <p><i>NB: The information held in Compass is restricted to those who need it. For example, classroom teachers can't access students' home addresses. Students cannot access staff information except for staff names. Students cannot access any other students' information. Pascoe Vale Girls College takes care to ensure that no individual has the ability to access more information than their role necessitates.</i></p>
How will the school use the personal information of individuals?	<p>Pascoe Vale Girls College uses the information stored by Compass to:</p> <ul style="list-style-type: none"> ● Uniquely identify each individual, allowing the system to organise individuals into class groups (with teachers). ● Enhance home/school communication by: <ul style="list-style-type: none"> ○ Making it possible for teachers to email parents ○ Making it possible for student managers to access parent contact details ● Enhance communication between staff and students by enabling teachers to email individual students or classes.
Where will the service provider store the personal information disclosed to it?	The information disclosed to Compass is stored on their secure servers.
What school policies will apply to the use of the online service?	<ul style="list-style-type: none"> ● PVGC Acceptable Use Policy ● PVGC Privacy Policy
Will the school be able to access and retrieve all content, including messages or other communications from the online service?	The college will be able to access all content including messages and other communications.
Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?	All information transmitted via Compass can also be accessed as printed material.
Personal Information – Collection by the Service Provider	
How will the service provider use personal information of individuals that is collected from the school?	JDLF uses the information provided solely for the purpose of providing the service to the college.
What <i>personal information</i> of individuals will the service provider collect in the course of the use of the online service?	<i>Compass collects the IP addresses of computers accessing the service.</i>
How will the service provider use <i>personal information</i> collected in the course of an individual's use of the online service?	<i>JDLF collects and stores IP addresses of computers accessing Compass for security and audit purposes. This data will not be accessed without cause.</i>
Copyright	
What content or works will individuals share in the course of their use of the online service?	Students may upload any type of digital file to the system if required by their teachers.

Who will be able to see the content or work?	Only teachers of students and their parents will see a student's work.
Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?	Students retain copyright over all work that they produce. The school may request a licence for use of student work. The decision to grant this licence rests with the student.
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?	<p>The school may request a licence to use student work including:</p> <ul style="list-style-type: none"> ● Written Work ● Images ● Video ● Music/Audio ● Any combination of the above <p>These works may be used for:</p> <ul style="list-style-type: none"> ● Professional Development of teachers within and outside the college ● Student support materials (used as exemplars) ● Promotion of the college <p>Works could be printed, distributed online or by digital storage media.</p>