



Online Service Information

At Pascoe Vale Girls College we use a range of online services to enhance your daughter's learning and to make the administration of the college possible. 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.

Edmodo

General Information	
What is the online service called?	Edmodo
What does the online service provide?	<p>Edmodo allows teachers to create class groups which students can join. Once teachers and students are in a group:</p> <ul style="list-style-type: none"> • Teachers can post announcements that students can see and in some cases respond to. • Teachers can create assignments which students can complete and submit. Teachers can assess assignments and provide feedback to students online. • Teachers can create and assign quizzes which students can complete online. Quizzes may be automatically or manually assessed. • Class groups on Edmodo automatically have calendars assigned to them which help students to see upcoming assignments, events and tests. • Edmodo allows teachers and students to send messages to each other as long as they are in a shared class. • Edmodo allows students and teachers to save important documents in an online space for 24/7 retrieval. <p>It is important to note that Pascoe Vale Girls College uses its own Edmodo subdomain. This means that the creation of teacher accounts is monitored by the sub-domain administrator (the College's eLearning coordinator). Teacher accounts cannot be created without the approval of the administrator.</p>
Who is the service provider?	Edmodo San Mateo, California, USA
Who will administer the technology at the school?	At Pascoe Vale Girls College Edmodo will be administered by the eLearning Coordinator, Mr Eric Jensen, under the supervision of the Assistant Principal in charge of Technology, Ms Jan Campione, and the Principal, Miss Helen Jackson.
How will the school be using the online service?	The school will use Edmodo to facilitate communication between teachers and students within classes. Also to distribute, collect and

	<p>assess learning tasks and to provide feedback to students. Edmodo may also be used as a forum in which classes can discuss concepts and skills taught in class.</p>
<p>Where can information about the service be found?</p>	<p>Information about Edmodo can be found at: https://pvgc.edmodo.com/about?language=en The Edmodo Privacy Policy can be found at: https://www.edmodo.com/corporate/privacy-policy</p>
<p>Personal Information – Use and Disclosure by School</p>	
<p>What personal information of individuals will the school use and disclose to the service provider?</p>	<p>Students sign up for an Edmodo account themselves. When they do so they are required to disclose:</p> <ul style="list-style-type: none"> ● The name of the college. This is automatically known as the student creates an account within the college’s sub-domain. ● Their given name ● Their surname <p>Students are also encouraged to provide their school email address to help them administer their own account, however this is not mandatory.</p>
<p>How will the school use the personal information of individuals?</p>	<p>The school uses the personal information to readily identify communications and work submitted by the student.</p>
<p>Where will the service provider store the personal information disclosed to it?</p>	<p>Edmodo’s servers where they store personal information are all located within the United States.</p>
<p>What school policies will apply to the use of the online service?</p>	<p>The following school policies apply to the use of Edmodo:</p> <ul style="list-style-type: none"> ● Student Laptop Acceptable Use Agreement ● Network Users’ Code of Conduct ● PVGC Privacy Policy ● DEECD Acceptable Use Policy ● DEECD Copyright Guidelines
<p>Will the school be able to access and retrieve all content, including messages or other communications from the online service?</p>	<p>Domain administrators can access all user-generated content. However, this will only be done if there is a suspected serious breach of one or more of the policies listed above or if the college is required to access it to satisfy its own legal requirements.</p>
<p>Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?</p>	<p>Teachers will provide printed copies of any materials stored on and distributed via their Google Drive if a student has chosen to opt out of the service. Students who have opted out of the service may submit work in printed form.</p>
<p>Personal Information – Collection by the Service Provider</p>	
<p>How will the service provider use personal information of individuals that is collected from the school?</p>	<p>Edmodo uses the personal information provided by the college to uniquely identify each user and to allow teachers to easily identify individual students.</p>
<p>What personal information of individuals will the service provider collect in the course of the use of the online service?</p>	<p>Edmodo does not collect any personal information beyond that which is provided by the student when they first sign up to Edmodo.</p>
<p>How will the service provider use personal information collected in the</p>	<p>Edmodo does not collect any personal information beyond that which is provided by the student when they first sign up to Edmodo.</p>

course of an individual's use of the online service?	
Copyright	
What content or works will individuals share in the course of their use of the online service?	Students can upload any sort of digital file into Edmodo.
Who will be able to see the content or work?	Students can only share files uploaded to Edmodo with their class teachers.
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>