

## Online Services Assessment

### General Information

- a) *What is the online service called?* [Compass](#)
- b) *What does the online service provide?* [Compass is a modular, web-based school management platform](#)
- c) *Who is the service provider?* [JDLF International Pty Ltd](#)
- d) *Who will administer the technology at the school?* [The school's Data Management officer](#)
- e) *How will the school be using the online service?* [Compass is used at the college for the following:](#)
- [Timetabling](#)
  - [Attendance](#)
  - [Approval of excursions](#)
  - [Parent Teacher interviews](#)
  - [Surveys](#)
  - [Analytics](#)
  - [Email / SMS communication](#)
  - [Medical information](#)
  - [Family contact information](#)
  - [Detentions](#)
  - [Chronicle](#)
  - [Reporting](#)
  - [Alerts for intervention and wellbeing](#)
  - [Individual learning placements](#)
  - [Lesson plans and extras](#)
  - [Learning tasks](#)
- f) *Where can information about the online service be found?* <https://www.compass.education/policy/>  
<https://www.compass.education/Corporate/privacy/>  
<https://www.compass.education/Corporate/payment/>

### Use and Disclosure by School

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- g) *What information of individuals will the school use and disclose to the service provider?* Student information generated from CASES i.e. Name and CASES ID. Other information made available within Compass include: medical, PSD intervention, timetables, attendance, behavioural, suspension etc.
- h) *How will the school use the information of individuals?* The school uses the student's CASES ID to generate an account for Compass. ITD have provided a script that allows this process of exporting data from CASES and imported into Compass.
- i) *Where will the service provider store the information disclosed to it?* Victoria (As per email from Compass Support dated 30/06/2017)
- j) *What school policies will apply to the use of the online service?* <http://www.lyndhurst.vic.edu.au/Websites/lyndhurst/images/Privacy%20Policy%20Updated%202017.pdf>  
<http://www.lyndhurst.vic.edu.au/Websites/lyndhurst/images/PDFs/Digital%20Technologies%20Policy.pdf>  
<http://www.lyndhurst.vic.edu.au/Websites/lyndhurst/images/PDFs/Acceptable%20Usage%20Policy%20Contract%20v1.pdf>
- k) *Will the school be able to access and retrieve all content, including messages or other communications from the online service?* Yes, the school has the capacity to access and retrieve the following list of records that form part of the content of the online service:
  - Student medical information
  - Parent or carer contact information
The above information can be retrieved from the online tool when a student leaves the school by listing all users including inactive ones.
- l) *Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?*
  - parents and carers who do not consent medical information to be released to Compass have the option of only allowing the school to use the modules that relate to attendance
  - students and parents and carers who do not have access to the online service – Come to the college and use school resources for access
  - whose use of the online service is affected by the accessibility restrictions of the online services – Please contact the school for more information

## Collection by Service Provider

- m) *How will the service provider use information of individuals that is collected from the school?* Please refer to Compass Web Site Policies <https://www.compass.education/policy/>  
Please refer to Compass Privacy Policy <https://www.compass.education/Corporate/privacy/>
- n) *What information of individuals will the service provider collect in the course of the use of the online service?* Please refer to Compass Web Site Policies <https://www.compass.education/policy/>  
Please refer to Compass Privacy Policy <https://www.compass.education/Corporate/privacy/>
- o) *How will the service provider use information collected in the course of an individual's use of the online service?* Please refer to Compass Web Site Policies <https://www.compass.education/policy/>  
Please refer to Compass Privacy Policy <https://www.compass.education/Corporate/privacy/>

## Copyright

- p) *What content or works will individuals share in the course of their use of the online service?* We are currently in the process of working toward but haven't implemented the Assessment & Reporting and Learning Tasks modules. The student may create 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
  - email content
  - written work, such as assignments, essays or poetry
- p) *Who will be able to see the content or work?* The audience is restricted to students themselves, parents, and school staff. Access controlled by Compass groups.
- q) *Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?* Work primarily used for assessment purposes
- 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?* Discussion with students to opt in to provide consent to share and celebrate any students' work on:
- school website
  - newsletter
  - magazine
  - promotional materials
  - newspaper
  - competitions