

5 February 2024

Third Party Permission

Dear Parent or Guardian,

Duffy Primary School is committed to providing a technology rich environment for our students as our community believes the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

The use of web-based learning resources and cloud-based storage has risen steadily over the last decade and are increasingly being used by teachers across the Directorate to improve student learning outcomes.

Teachers make decisions designed to assist students in their learning. Sometimes it is beneficial for the student to utilise services provided by third party web-based providers. Types of services provided by these service providers include online content creation, collaborative tools, online educational games, and various administrative programs for tracking student assessment data.

As our school wishes to register with a number of web-based service providers that require some personal information about a student in your care, I am obliged under *the Information Privacy Act 2014* to advise you of the reasons for collecting the information, what will be done with it, the consequence of not collecting it and who else may have access to it.

If you fill in this form, Duffy Primary School will use the information provided to observe your wishes in respect of enabling your child's access to Typing Club and Canva. These sites have been identified as being a useful component in the teaching programs in many classes at Duffy Primary School. To assist you in deciding whether to give consent, the sites identified are listed below/overleaf with the description of the type of service/program together with the website address and a link to the provider's privacy policy and terms and conditions of use. You are not required to consent – this is a matter entirely at your discretion.

If you do not consent to supply us with this information your child will not use these sites.

Normally we will not use or disclose this information for another purpose, without your consent, unless you reasonably expect us to use or disclose the information for a related purpose.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website on the [Publications and Policies](#) page.

Please indicate your consent/non-consent for each of the services listed on the next page by ticking the appropriate option, signing this form, and returning it to the school to record on your child's file.

Yours sincerely,

Katie Smith

Principal

Provider Details and Information	Consent provisions
Name of Provider: Typing Club Type of Service: Typing Club is a web-based typing program that offers lessons, games, videos and challenges to help students learn how to type fast and correctly. Website: Learn Touch Typing Free - TypingClub Student Information Collected: name, email address Terms & Conditions Link(s): Terms of Service edclub Privacy Policy Link: Privacy Policy edclub	<input type="checkbox"/> Consent <input type="checkbox"/> Non-consent
Name of Provider: Canva Type of Service: Canva is a free-to-use online graphic design tool and used to create presentations, posters, flyers, and more. Website: https://www.canva.com/en_au/ Student Information Collected: name, email address Terms & Conditions Link: https://www.canva.com/policies/terms-of-use/ Privacy Policy Link: https://www.canva.com/trust/privacy/	<input type="checkbox"/> Consent <input type="checkbox"/> Non-consent

Please return this form once completed.

Student's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____