



MOUNT COMPASS
AREA SCHOOL

CLLOUD SERVICES POLICY



**Government
of South Australia**
Department for Education

What are Cloud Services?

Cloud Services are provided by many different companies and vendors that provide you email and/or collaboration platforms to create and/or upload/share content. This includes websites, presentations, written, audio, images and video material as part of your educational program.

Data and information within the cloud could be stored anywhere in the world and can be covered by various privacy laws. Mount Compass Area School (MCAS) performs thorough risk analysis before approving the use of any online cloud service.

Using Cloud Services

You are required to sign conditions of use agreements before you have access to school computers, internet, and software which outlines acceptable use.

Cloud services require internet access and when you are at school internet access will be filtered by the Department for Education (DE) however access from home/off-site is not filtered by DE and as such, students should be supervised.

Please be aware that as with any internet use, it is possible that viruses and/or other malicious software could be introduced to your personal computing devices via cloud services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

You are responsible for the information/data in any of your personal cloud accounts and any important information should be backed up. Cloud services are only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

Installing Cloud applications

Some cloud services can be installed as applications.

It is possible that installing cloud applications on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

- Backup your personal device, prior to installing applications; and
- Ensure your personal device meets or exceeds the requirements for that particular application.

What if I do not want my child(ren) to use the Cloud Services?

Mount Compass Area School requires written notification if you do not consent to your child(ren) using Cloud Services.

Please use dl.0289.info@schools.sa.edu.au to notify the school.

Additional reading

The information and link provide additional information about keeping children safe online:

- Appendix A: Student privacy and information summary
- Cyber-safety, bullying and harassment

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/cyber-safety-bullying-and-harassment>

Appendix A: Student privacy information summary

Information/data storage location:

MCAS will ensure that any information/data for approved cloud services is stored in Australian data centres and is subject to Australian Privacy Laws, regulations, and standards.

If the information/data is stored off-shore, MCAS will ensure the privacy laws, regulations and standards are comparable to those of Australia.

When the information/data is stored off-shore and is not covered by comparable privacy laws, regulations or standards, MCAS will to the best of our abilities, restrict the uploading of confidential and/or identifiable information or will not approve use of that service.

Cloud service data collection:

Cloud service data collection requirements vary for each service/company. MCAS will ensure only the minimum amount of data/information required by the approved cloud service is provided and will restrict providing confidential or identifiable information to those approved cloud services covered by Australian privacy laws, regulations and standards.

Learning materials used by educators to teach the student, and information/data created or uploaded by the student in the approved cloud service will be stored in their data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Cloud services have varying policies regarding the access, use, tracking or collecting of information or data about the users/student. MCAS will ensure that approved cloud services are covered by Australian privacy laws, regulations and standards.

Access to my child's information and data:

Cloud service data access varies depending on the service. MCAS will ensure that any approved cloud services will not on-sell information and data to any third-parties and that the user/student owns and controls the information and data they create or upload. MCAS will also ensure that users/students can only share (if allowed to do so) their information and data with others at MCAS and/or staff and students from within DE schools or preschools. MCAS will ensure anyone external to DE is unable to access confidential and/or identifiable student information.

Processes are in place to allow authorised DE staff to access information and data the student has created or to uploaded to some services (such as Office 365 and OneDrive) where required.

MCAS will ensure that any approved cloud services will only disclose information if required to do so by law.

Safety of the student's information and data:

MCAS will ensure any approved cloud services where confidential and/or identifiable information is provided are certified by the Australian Government as safe to use for government information. MCAS will also ensure approved cloud services meet international security standards.