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INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Boardmaker Online and advice in relation to its safe and responsible use.

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**What information needs to be collected?**

* First name and initial of last name.
* Student number.

**Why is this information needed?**

* To control access to the online services.
* To prevent unauthorised access to student’s work.

**When could this information be accessed by others?**

* By support staff to fix issues.
* Where required by law.
* Never for advertising or marketing purposes.

**For more details on Boardmaker Online visit:** [**https://www.boardmakeronline.com/**](https://www.boardmakeronline.com/)

**Boardmaker Online is a complete system for delivering personalised instruction and therapy which also measures student’s progress. It is used by teachers of students with special needs to create visual schedules, communication books, interactive activities, speech output boards and more.**

To provide these online learning services, the Department has subscribed to Boardmaker Online’s educational services, which enables access to learning tools to aid teachers in providing tailored coursework.

The online services offered by Boardmaker Online may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

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|  | What are the benefits of this service for students? | |
| * Provides teachers with tools to enable customised learning opportunities for students. * Supports student’s language and literacy goals, while providing learning activities that students enjoy. * Enables teachers to deliver personalised instructions and therapy to students while also measuring student progress. | | |
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|  | | What information might students store in Boardmaker Online? |
| * To provide access to Boardmaker Online teachers may add student’s first name and first initial of their surname. * Parent’s/guardian’s email address can also be stored to enable student login information to be directly sent to them. * Student’s data is stored in data centres located in the United States of America. | | |

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| How can you help protect your student’s information? When adding student information only the student’s first name and the initial of the last name is provided when adding them to the service. This decreases the ability for the information to be used to identify any individual student.  In general, there are some things that you can do to help students to keep their information safe online. | |
|  | **Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details. |
|  | **Talk** about appropriate uses of technology at school and at home. |
| In rare cases, Boardmaker Online’s technical support team may have access to information stored in Boardmaker online. | |
|  | Please note that **Boardmaker Online will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Boardmaker Online support, contact your school immediately. |
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|  | **Example information students can safely put online** |
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| * Class presentation. * Conversations about classwork/assignments. * School related contact details. * Class related media – i.e. videos, photos. * Whiteboard notes. * Emails between students on school work. | |
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|  | **Example information students should always be cautious of putting online** |
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| * Personal mobile or home phone number. * Personal photographs and video clips unrelated to schoolwork. * Other student’s private information. * Health information. * Bank details. * Home address. * Information on racial or ethnic origin. * Religious beliefs or other opinions. | |

**ONLY complete the section below if you DO NOT want your child to have access to this online service.**

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| Boardmaker Online - Opt-Out Form If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service. |  | |
| I **DO NOT** wish for my child to have access to Boardmaker online and understand that alternative arrangements for work will be made. |  |
| **StudentName**: **Name:** | **Parent / Guardian Signature:** | |
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| **Home room:Home** **room:** |  | |
|  | **Parent / Guardian Name:** | |
| **Date:Date:** |  | |
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