

Crook Primary School

Cloud Based Services

The school uses cloud based service providers to facilitate access to resources and other services that are provided online. As a result of using these services data will be stored and/or transmitted between the school and the provider.

Before using these services the school will undertake a risk assessment to ensure that the data will be handled in accordance with our policies and the Data Protection Act 1998.

This document contains details of each cloud based service provider and summarises the type of data that will be handled by them. It is divided into sections that cover the different types of service.

Services for Pupils or Parents

The school may share limited information about children with cloud based service providers to support the education of pupils. The data will be limited to what is required to provide the service.

Parents may opt out any of these services by informing the school in writing. If a parent opts out then the school will try to provide an alternative to the service but this cannot be guaranteed and opting out of these services may have an negative impact on the resources that are available to the pupil.

Accelerated Reader

Service Provider: Renaissance Learning

Website: <http://www.renlearn.co.uk/accelerated-reader/>

Purpose: Reading assessment

Data Shared: full name, UPN, DOB, Gender, assessment data

Risk assessment date: December 2016

ClassDojo

Service Provider: Class Twist Inc

Website: <https://www.classdojo.com>

Purpose: Behaviour management, **communication**, publicity

Data Shared: full name, communications, photos, assessment data

Risk assessment date: December 2016

Classroom Monitor

Service Provider: Prime Principle

Website: <http://www.classroommonitor.co.uk/>

Purpose: pupil tracking and assessment

Data Shared: full name, DOB, UPN, gender, SEN, pupil premium, FSM, photographs

Risk assessment date: December 2016

Google G Suite for Education

Service Provider: Google

Website: <https://www.google.co.uk/edu/>

Purpose: email, apps, file storage, learning platform, Chromebook logins

Data Shared: full name

Risk assessment date: December 2016

Lexia Core 5

Service Provider: Lexia Reading (Rosetta Stone)

Website: <http://www.lexialearning.com/products/core5>

Purpose: Reading assessment and resources

Data Shared: full name, class, assessment data

Risk assessment date: December 2016

Mathletics, Spellodrome, Reading Eggs

Service Provider: 3P Learning

Website: <http://uk.mathletics.com/>

Purpose: Maths assessment and resources

Data Shared: full name, DOB, Gender

Risk assessment date: December 2016

School Comms

Service Provider: Isuz Ltd. trading as Schoolcomms

Website: <https://schoolcomms.com/>

Purpose: Messaging, payments

Data Shared: full name, address, telephone numbers, email addresses, parent/contact names

Risk assessment date: December 2016

The Reading Cloud

Service Provider: Micro Librarian Systems

Website: <https://www.readingcloud.net/>

Purpose: library management

Data Shared: full name, DOB, class, UPN, Gender

Risk assessment date: December 2016

Services for School Management

The school will use some cloud based services that assist with the management and running of the school. This will include communications systems. These services will not have any student data shared directly but some student data may be transferred and stored using their systems. This will be done in accordance with school policies.

As these are required for the day to day running of the school there is no option to opt out, however data will be treated as confidential and sensitive data will always be encrypted.

Google G Suite for Education

Service Provider: Google

Website: <https://www.google.co.uk/edu/>

Purpose: email, apps, file storage, learning platform

Potential data shared: details of students stored or transmitted in files or mentioned in emails.

Risk assessment date: December 2016

SIMS

Service Provider: Capita

Website:

Purpose: registration on mobile devices

Potential data shared: pupil names, contact details, attendance data

Risk assessment date: December 2016

Durham County Council

Service Provider: Durham County Council

Website: <http://www.durham.gov.uk/article/2259/Privacy-and-data-protection>

Purpose: Local authority school management systems, email

Potential data shared: all student information, all school information, communications

Risk assessment date: December 2016

Other Online Services

This section covers online services that have been identified where some non-confidential data may be shared. This could include a mobile device where a photo is backed up to an online service or a situation where a pupil uses an online photo editing site where no login is required. Controls will be in place to control this data such as supervision for students.

Due to the nature of the internet which is constantly evolving this list will be far from complete. To control how data is used the school will enforce acceptable use policies for staff and students. In addition the school has a data protection policy and online safety policy which will be followed to prevent unapproved data exposure.

iPads/iCloud

Service Provider: Apple

Website: <http://www.apple.com/uk/icloud/>

Potential data shared: photos or notes synchronised using iCloud

Controls: Staff acceptable use policy only allows organisation accounts to be used so any data will remain private.

Risk assessment date: December 2016

Kindle

Service Provider: Amazon

Website: <https://www.amazon.co.uk/>

Potential data shared: none

Controls: Staff acceptable use policy only allows organisation accounts to be used so any data will remain private.

Risk assessment date: December 2016

School Website

Service Provider: GoDaddy, Crook Primary School

Website: <http://crookprimary.org.uk/privacy>

Potential data shared: photos or names

Controls: All information published is subject to school policies. Explicit permission will be sought before publishing images of students.

Risk assessment date: December 2016

Social Media

Service Provider: Facebook, Twitter, Youtube, Crook Primary School

Website: <http://crookprimary.org.uk/privacy>

Potential data shared: photos or names

Controls: All information published is subject to school policies. Explicit permission will be sought before publishing images of students.

Risk assessment date: December 2016

Legal Requirements

The school required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). This will be done electronically.

For more information about this please see our privacy notice for pupils.