Dear Parent/Carer

Language Perfect is an online language vocabulary tool that Lyneham High School has adopted for our French and Indonesian classes.

It enables students to focus on vocabulary learning at home. This means teachers can spend more time teaching grammar, and applying this vocabulary in context. Teachers can monitor your child’s progress on the site.

Students gain points for every word they learn. The program encourages students to revisit the vocabulary to earn more points and ensure their retention of the language. They compete against their friends in a fun and educational environment at their own pace. Annual licenses cost $20 per student. All students are encouraged to purchase a subscription as it will be used often in class and is an excellent study tool for home. Students will also take part in the World Language Perfect Championships in May, competing against students from around the world. There will also be the annual ACT Competition and class and year group activities.

As our school has to register with a web based service provider that requires some personal information about a student in your care, I am obliged under the Commonwealth Privacy Act (1988) to advise you of the reasons for collecting the information, what will be done with it and who else may have access to it.

While this is not compulsory, your child may benefit greatly from access to this resource. If you are experiencing financial difficulties but would still like your child to have a subscription, please contact Languages Executive Sharon Hayes 62056413.

Kind regards

Name of Provider: Language Perfect Ltd
Type of Service: Vocabulary on-line
Website: www.languageperfect.com
Language Perfect Online Privacy Policy: http://www.languageperfect.com/privacy/
Language Perfect Ltd Privacy Policy

What personal information we collect
When we register a school we require the following information about each student to create their accounts:

- **First and surnames**
- **An enduring identifier** such as a school ID (required so that student profiles can be carried over from year to year)
- **Classes** that each student is in

When a teacher registers their students they give consent for us to collect this data and for their students to participate on Language Perfect. Prior to sending us any personal information about their students, it is the teacher and school's responsibility to ensure that:

- they have followed all appropriate school policies and guidelines; and
- the students concerned have authorised the collection of the information and where the students are under the age of 13 the students' parents/guardians have authorised the collection of the information.

If students choose not to give personal information to us, they will not be able to participate on Language Perfect. When a student first logs in to Language Perfect, we strongly encourage them to change the generic password that they have been provided with. When they do this they are required to enter an **email address**, so that we can send them a new password should they forget this one.

What we do with your personal information
Language Perfect uses the information that we collect from our users to:

- Identify students to their teachers and peers
- Reset a user's password when requested
- Gather and respond to feedback and reports of technical problems
- Publish names of competition leaders and winners on our scoreboards. (See also the section on 'Privacy of children')

Anonymous / Aggregate information
Language Perfect collects statistics about how you use our site for the purpose of improving our product. For example, we might record how long it takes our users to answer different types of questions so that we can determine how many points to allocate to each question. This information will only ever be used as aggregate (grouped) data which will not contain personally-identifying information.

We also reserve the right to gather aggregate, non-personally-identifying data for other purposes such as educational research.

Emails
Language Perfect may occasionally send you an email. We realise that your inbox is already too full and try to keep these to a minimum. Some examples of these messages include:

- An email to tell you your new password if you were to forget your old one
- A message reminding you about upcoming due work
- A message with details of upcoming school competitions
- A message congratulating you on achieving a milestone in one of our competitions

You can easily opt out of receiving these emails by following the instructions at the bottom of each message.

What we will not do with your personal information
Language Perfect will keep your personal information confidential, and will not rent, sell or knowingly divulge your information to any third party, other than in circumstances expressly permitted under relevant privacy laws.

Privacy of children
Language Perfect recognises that many of our users are children and young adults, and that as such are potentially vulnerable on the internet. Our goal is to provide a learning environment that is every bit as safe and secure as being at school.
A student’s full name and score is only visible to their peers (other students in their class). Teachers can only access the information and results of students attending their school.

Public scoreboards
Our users take great joy in seeing themselves excelling on our global scoreboards. To identify our users on these scoreboards we use their First names, the first letter of their surnames, the school they attend and which country their school is based in (e.g. Joe B, Saint Kentigern College, New Zealand). We feel that this strikes a balance between enabling our users to easily identify themselves to their friends and family, and protecting their identities from unwanted attention on the internet.

Keeping your personal information secure
The security of your personal information is important to us. We follow generally accepted industry standards to protect the personal information submitted to us. However, no data storage or transfer mechanism is 100% secure, hence we cannot absolutely guarantee the security of your information. It is your responsibility to ensure that your access details (username and password) are kept private and to inform us if you believe that the security of your account has been breached.

How you can manage your personal information
If you would like to update or correct any of your (or your child or student’s) personal information, or if you would like your information removed from our system entirely, please send an email us at support@languageperfect.com and we will happily do so.

Technical details
Storage and transfer of data
Language Perfect’s servers are hosted in Sydney, Australia by Amazon Web Services Inc. (head office: 410 Terry Ave. North, Seattle, WA 98109-5210). We are a New Zealand company and all of our staff are based in New Zealand. As such, your data will by necessity be transferred between Australia and New Zealand to be viewed, processed and updated by our staff. We have no data presence outside of Australia and New Zealand, and will not transfer your data outside of these countries.

Cookies
A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Language Perfect uses cookies to identify visitors to our servers across different pages in our site. We do not use third-party cookies to track your internet browsing beyond our site. Language Perfect visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using our website, with the drawback that certain features of Language Perfect’s website may not function properly without the aid of cookies.

Links
Language Perfect will occasionally link to external websites. We have no control over the content or privacy policies of these sites. External links are followed at the user’s own risk.

Data retention
Language Perfect will retain your information for 3 years after you cease to use our service, unless you specifically request for us to remove it prior to that.

Revision Policy
Language Perfect may change this policy from time to time. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice. If you wish to be notified about all changes to our privacy policy, please email support@languageperfect.com. You are deemed to have consented to any changes to this policy by your continued use of the site.

Relevant Legislation
Our privacy policy complies with the National Privacy Principles of the Australian Commonwealth Privacy Act (1988) and New Zealand’s Privacy Act (1993).
For more information about your privacy please see:
- New Zealand: http://www.privacy.org.nz
- Australia: http://www.privacy.gov.au
LANGUAGE PERFECT SUBSCRIPTION 2015

PLEASE COMPLETE THIS PAGE AND RETURN IT TO THE FRONT OFFICE.

Student’s Name: _____________________________________________

Year Group: ___________________

Teacher’s Name (if known) __________________________

Parent/Guardian’s Name: ____________________________________

I consent / do not consent (please circle your choice) to our child’s information to be supplied to Language Perfect for the purpose of: Vocabulary work for French and/or Indonesian studies on-line.

Parent/Guardian’s Signature: __________________________________

Date: ______________________

Please pay $20 to the front office to take full advantage of the annual subscription for 2015.

Language Perfect GL CODE: 8005-ENG-50

Student Name: ……………………………………… Home Group: ……… Payment for: Language Perfect Subscription 2015

I enclose payment of $………………... Cash □ Direct Deposit □ Cheque □ (payable to Lyneham High School)

Credit Card (NB: Minimum for EFTPOS is $11)

Payment may be debited to your Credit Card account by completing the authority form below: Visa □ Master Card □

Card No:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Card Expiry Date: _____/_____

Cardholder’s Name: (please print)……………………………………………………..

Account Name: Lyneham High School Westpac Bank: BSB No: 032-777 Account No: 001535

Please include student/s name and details of payment when paying by direct deposit

The finance office is open between 8.30am and 2.00pm Mon-Fri, excluding 11-11.30am on Fridays

Please be aware if students withdraw from the excursion they may only be able to be refunded for activity specific costs. No refunds will be given for committed funds. The bus component of the excursion will not be refunded if you do not attend. Please note that as this is an optional activity, a payment will be required to cover costs. If the school is unable to cover the costs, the excursion/incursion/event may have to be cancelled. Should any families be experiencing financial difficulty in meeting these costs, please contact the Principal. Individual records of contributions are strictly confidential. No refunds will be given for committed funds.