



Terms of Service Document

The Service

App4 Software provides hosting of data to support an electronic school diary. Each school's data is maintained in a separate database, exclusive to the contracted school. The school uses App4 Software products – ie. iPad Apps, and/or web portals – to store, create, update and manage their own data. We do not assume any ownership of any data entered into the system. App4 Software is not providing any content or material, only acting as a host repository for the School's users. Each school has full ownership of their content and data.

User Behaviour

It is expected that all users of the diary's services will only be accessing their own personal data that is relevant to them. Users, whether they be students, staff or parents, are not to interfere with, or attempt to access, data that belongs to another student. Any attempt by a user to access another user's data will result in that person having their access removed.

Data Access

Only the App4 Software staff charged with supporting the database have access to the data. We do not access this data for any kind of data "mining", or cross-school analysis, evaluation, interpretation, or consolidation.

Data Monitoring

App4 Software does not perform any kind of data monitoring. Teaching staff have the ability to view the diary content of any student they are currently teaching. Administration staff have the capability to maintain a list of "key words of interest", which can be applied to all text items to identify any material of concern. The nature of "concern" is entirely for the school to determine.

Digital Signatures

The App4 Students iPad application has provision for a "sign-on-glass" signature to be recorded as an overlay on a pdf document. We do not retain this signature in any form. It is used as a graphic image embedded in a pdf document being merged with a template provided by the school.

Payment

The school pays annual fees to App4 Software to make use of the provided applications, to be responsible for providing 24-hour access to the data, and to keep the data private and secure. Each year's fees are paid in advance.

A new site starting during a school year may be given an option to pay a half-year fee. We also offer an option for schools, late in the year, to trial the system live for just the cost of the server fee, which is then deducted from the next year's full fees.

End of Service

Whenever a school determines they no longer wish to provide the App4 Diary to their user base, they have only to inform us (support@app4software.com.au) and we will shut down the server and remove the current database, preventing any further access. App4 does not retain any user data for our own purposes.

Terms of Service Changes

If we change our terms of service, we will modify this document, and its effective date accordingly. We also will notify you of any material change to this Privacy Policy by placing a prominent notice on our website. We encourage you to review this Policy periodically to be informed of how we are protecting your information.