



Fadden Primary School

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Permission for SeeSaw

Dear parents and carers

This term we are introducing Seesaw at Fadden Primary School as a way for teachers and students to communicate with families and to document student learning. Seesaw is an online tool which allows students and educators to post items into a personalised digital journal. These journals can be viewed by families to celebrate their child's learning development, progress and achievements as they occur.

Privacy

As Seesaw is a web-based service provider that requires some personal information about a student in your care, we are obliged under the Commonwealth Privacy Act (1988) to seek your written permission, after notifying you about the provider's privacy terms and conditions.

In order for your child to use Seesaw, the app needs your child's name to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content.

Name of Provider: Seesaw

Type of Service: Student driven digital journal

Website: <http://web.seesaw.me/>

Summary Terms and Conditions

As a registered school user, Seesaw will have access to your child's first name, class, school and work that has been uploaded into their digital journal.

Seesaw Privacy Policy

Please see <http://web.seesaw.me/privacy> for full information about Seesaw's privacy policy.

Please indicate whether you consent to your child's information being shared with Seesaw. The decision is entirely at your discretion. Please note if you do not consent, your child will not have access to a digital journal.

- I **consent** to my child's information being supplied to Seesaw.
- I **do not consent** to my child's information being supplied to Seesaw.

Collaborative Photo Sharing

Throughout the year work samples, photos, videos and voice recordings will be posted to your child's personal journal. Information posted will be accessible by you only, unless they have worked in collaboration with other students on a piece. In this instance, parents of all the students involved in the piece of work will have access, provided they have given permission.

- I **consent** for collaborative work pieces involving my child to be posted on Seesaw and viewed by other parents.
- I **do not consent** for collaborative work pieces involving my child to be posted on Seesaw.

Students Name: _____ Class: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Parent Guidelines and Agreement

How will Seesaw be used at Fadden Primary School

- Seesaw will be a safe place for students and teachers to document learning using the Seesaw App. It will be used in all classes from Preschool to Year 6.
- Seesaw is primarily used as a digital journal to share learning and progress with parents. It will be used to publish items including:
 - Work samples
 - Collaborative group activities
 - Audio, video and photos of students during and at the end of the learning process
- Written parent consent will be obtained before a student's account is set up and made available for access as a digital journal.
- Parents will be provided access via a QR code, with instructions for accessing your child's Seesaw journal.
- At the end of the school year, you will receive an email letting you know you have 60 days to download a zip file of your child's Seesaw account (including images, videos, voice recordings and other posts) for that school year.
- We encourage you to engage with Seesaw by discussing journal posts with your child, as well as leave positive comments for your child. This encouragement may help boost their confidence and encourage greater responsibility for learning.
- Seesaw may also be used by teachers to send reminders about upcoming events.

Additional information in Implementing Seesaw

School leaders will:

- Ensure adequate training is provided for staff on the use of Seesaw within the classroom.
- Comply with the policies of the Directorate of Education "ICT Acceptable Use" policies.
- Ensure staff, parents, students and guardians comply with Seesaw policies.

Teachers will:

- Use student first names only.
- Only invite parents/guardians and other trusted adults to view student journals.
- Be aware of and adhere to all Seesaw permissions for the students in their class.
- Comply with school agreed practises regarding Seesaw use in the classroom and take reasonable measures to protect access to information contained in student and class journals.
- Approve all student posts before they can be viewed in their journal.
- Teach and reinforce student behaviours to keep safe online, for example:
 - Keeping personal details private
 - Thinking before posting
 - Not posting information/images they wouldn't want others to know/see

Parents will:

- Create a parent account to link to their child's journal and invite or share only with other trusted adults in your family.
- Be respectful of and maintain confidentiality of any collaborative work that is posted to your child's journal and don't share those images outside of Seesaw.
- Leave respectful comments for your child to see in their journal.
- Contact your child's teacher via email or through the front office rather than using Seesaw as a means of communication.

I have read and agree to the information provided in the Parent Guidelines and Agreement

Parent Name: _____

Parent Signature: _____ Date: _____

Please return this form to your child's classroom teacher ASAP once completed. You will then receive a personalised printed QR code to access your child's Seesaw Journal. Please note that each child in your family requires a separate form.