



2024 Seesaw Policy

Rationale:

The school is using an on-line learning platform to improve communication with parents. This platform will allow parents and carers to receive and respond to information about the work their child completes at school. The server holding the student information and images is in the United States. This policy considers the risks to privacy and develops strategies to minimise those risks.

Purpose:

The school will control use of the Seesaw application by teachers and parents. Teachers will use Seesaw for sending information to parents/carers/guardians about their child's school learning program to their Seesaw accounts. Teachers can use footage as evidence of learning during classroom team discussions and SSG meetings.

Implementation:

Teachers have a Duty of Care to identify known and foreseeable risks to students and to take reasonable steps to minimise these risks. This duty extends into online and digital environments. All Cybersafety considerations must be applied to Seesaw. Students do not have access to the dedicated Seesaw iPad.

Dedicated iPads have been purchased for every class teacher for exclusive use of the Seesaw application. The iPad is not for student use. Teachers and Education Support staff may take photos and videos of student work or the student either by themselves or with familiar adults and/or peers. In terms of student voice, teachers should seek permission of students to send home photos and work samples.

Transmitting Information: Parents who have completed a consent form will be given a login sheet to access their child's information from a computer or mobile device.

Teachers may send messages and images about the work of individual students either by themselves or with familiar adults and/or peers, to their parents. It does have the capability to send 'whole school information announcements' to prompt families about upcoming school events by our admin team. Classroom Teachers (or in their absence, Sub School Leaders) have the sole responsibility of sending information to parents. The following information may be transmitted to parents:

- Messages detailing the work the school has completed during the day e.g. Florence read page one of the "I can.." book in class today.
- Photos of completed work by student with captions e.g. Florence was able to match words and pictures as in the photo.
- Video/Photos of student completing a task either by themselves or with familiar adults and/or peers.

Minimising Personal Information:

Seesaw has a cloud server. Consequently, only basic information made be included in transmissions. No medical or health information should be included. Staff must not take images or video of inappropriate behaviour for transmission to parents. Staff need to be aware of taking photos when QR codes for parent log-in are in sight.



Minimising Storage of Files:

Training includes clear communication around the expectations surrounding the use of digital images collected for Seesaw. These digital files are to be taken on the Seesaw App, ensuring that all footage is kept safe to systematically protect the privacy of students' information.

As per the 'Photography, Filming and Recording Students' Policy, Photographs, films and other recordings of individuals are considered personal information, and as such are protected by privacy law in the same way as other personal information. They may also be protected by copyright law. Staff are to take and post photographs using 1) one of our 3 allocated classroom Seesaw iPad devices or 2) a school phone within the Seesaw app.

Seesaw Training & Documentation:

Staff training (using Seesaw) takes place annually in Term 1. Training includes an explanation of the Privacy Impact Statement and the school Seesaw Policy. Training in setting up and using the Seesaw application is also included. New staff will be inducted by the Seesaw Coordinator or the relevant Sub School Leader. A Seesaw Support for Teachers presentation and step by step instruction is available to assist with this training.

Parents will be provided with information and option to consent to using the program via the Seesaw Parent/Carer permission form.

Providing footage of their child:

Seesaw has a range of capabilities however we have restricted capabilities to the following:

- Footage of their child alone or with an adult or peer/s.
- Parent/carers likes and comments to encourage their child when achieving at school

Personal & Social Capabilities: Cyber Safety Unit

The Seesaw App provides opportunities for students to develop their skills in navigating the online world in a safe, structured learning environment, under supervision of staff. To further support and enhance teaching and learning, addressing the Victorian Curriculum, there are times where the feature of enabling students to view, and provide feedback in the form of a 'heart' or comment to their peers, is necessary. In line with our Personal & Social Capabilities units such as 'Cyber Safety', utilising these features enables the school to provide opportunities for students to practise the skills of navigating the online world safely, responding appropriately to familiar online friends, and distinguishing between safe and unsafe use of technology. In the event this is to occur, parents will be provided with the opportunity to opt out.

Parent/Carer Permission Form:

Parents/carers will complete the permission form to indicate their understanding of the information and preferences to have their child featured in photo/video footage with their peers or to opt out.

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References:

[DET School Privacy policy](#)

JSA Safe Use of Technology, E-Smart and the Internet Policy

DET Photography, Filming and Recording Students Policy

This policy will be reviewed every 3 years.

Ratified by JSA School Council:	22 February 2024
Review Date:	Term 1, 2027

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