

## Parent Guidelines for Seesaw:

### *Documenting and sharing your child's learning at Torrens Primary School*

Seesaw is the online tool our school has chosen to document student learning, and the use of Seesaw has replaced paper-based portfolios. Student work samples will be posted in your child's Seesaw journal throughout each semester and are accessible to families as they are posted. This will allow families to celebrate their child's learning development, progress and achievements as they occur. Teachers use a variety of methods to assess learning and Seesaw will complement a range of existing measures to report on student achievement.

Teachers and students will be able to post work samples, photos, videos and voice recordings to your child's personal portfolio. You will be able to see your child's work throughout the year and comment on their progress. Information posted by your child is accessible by **you only** unless they have worked in collaboration with other students on a piece. In this instance, parents of all of the students involved in the piece of work will have access and be able to comment. This is a forum for *positive* feedback and will be closely monitored by the teacher moderator. We recommend that you take a few moments to familiarise yourself with the parent tutorial provided by Seesaw (<http://web.seesaw.me/>).

If you have any concerns or issues regarding your child's learning however, please contact your child's teacher/s via email or by phoning the school *rather than using Seesaw*. Please also continue to engage with our *Torrens Times* newsletter (on our website every Thursday) as an additional way to stay informed about all the fantastic things happening at Torrens Primary School.

### How will Seesaw be used at Torrens 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 portfolio to share work samples, assessment and progress and will be used to publish items including:
  - work samples,
  - collaborative group activities, and
  - audio, video and photos of students during and at the end of the learning process.
- Written parental consent will be obtained before a student's account is set up and made available for access as a digital portfolio.
- Once you "opt in" to Seesaw (provide parental consent) you are not required to do this again in subsequent years.
- You will be provided access via a QR code to scan and instructions for accessing your student'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. This does not cost anything.
- 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 can help boost their confidence and encourage greater responsibility for learning.
- See over the page for Seesaw Privacy information and additional implementation information.

## Privacy Information about Seesaw

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 advise you of the reasons for collecting the information, what will be done with it and who else may have access to it.

**Name of Provider:** Seesaw

**Type of Service:** Student driven digital portfolios

**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 onto their digital portfolio.

**Privacy Policy** (Seesaw Privacy Policy : <https://web.seesaw.me/privacy-policy>)

- Seesaw is protected by copyright, trademark, and other intellectual property laws.
- Seesaw uses industry best practices to collect, store and transmit data securely.
- Students and Torrens Primary School own all the student data added to Seesaw.
- Students' work is *private* to the classroom by default. Teachers control what is shared and with whom.
- Seesaw will never advertise to students, create student profiles or sell user data.
- Seesaw uses industry best practices and routinely monitors its systems to protect users.
- Seesaw is transparent about its practices and will notify users if things change.
- Seesaw is Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA) compliant.

### 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 this Torrens Primary School Seesaw Parent Guidelines policy is available for parents through Seesaw and the school website.
- 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 photograph permissions for the students in their class.
- comply with school policy regarding Seesaw use in the classroom and take reasonable measures to protect access to information contained in student journals and class journals.
- teach students behaviours to keep safe online, for example:
  - Keeping personal details private;
  - Not sharing user names or passwords;
  - Thinking before posting;
  - Not posting information/images they wouldn't want others to know/see; and
  - Being respectful of other people's content that they post or share.

Parents will:

- provide Seesaw permission and any subscription payment required to Torrens Primary School.
- be familiar with the Torrens Primary School Seesaw Policy.
- create a parent account to link to your child's journal and invite or share only with other trusted adults in your family. **Please note** by creating a parent account or accessing a student journal, you agree that you are the legal guardian of the student or have permission from the legal guardian of the student to create a parent account and access the student journal.