

Seesaw Protocols

Help for non-English speakers

If you need help to understand the information in this policy please contact Jennings Street School – 9360 9322

Information about Seesaw

- Seesaw is protected by copyright, trademark, and other intellectual property laws.
- Seesaw uses industry best practices to collect, store and transmit your data securely.
- Students and Jennings Street School own all the student data added to Seesaw
- Data collected by Seesaw will be under the direct control, maintenance and management of the school.
- Seesaw needs the rights to store it and serve it back to you.
- You grant seesaw the right to use, publish, transmit, display, copy, process, adapt, modify and distribute your content.

How will Seesaw be used at Jennings Street School?

- We aim to create a safe place where teachers and students can document student learning using the Seesaw App
- The seesaw app will be used only for lawful purposes, implemented in line with the Jennings Street School “ICT Acceptable Use” policy guidelines and DET policy frameworks.
- Seesaw will provide an extension of the classroom learning, all teachers will take reasonable steps to confirm that students are using Seesaw appropriately.
- Written parental consent will be obtained before a student’s account is set up and personal information will be used only for the benefit of learning within our educational context.

Management Strategies to protect Privacy

- Only teachers or school administrators will create a class on Seesaw
- Only faculty members, parents and or family members with appropriate permissions can upload, view, comment on and share work.
- Teachers will only invite parents, guardians and other trusted adults to view student’s journals.
- Teachers will protect their class QR code so that access to student journals and class journals is limited only to students and parents, guardians and other trusted adults.
- The school in consultation with families will control how the information is shared
- Once the class is created, teachers will authorize students to participate
- Staff will take reasonable measures to protect access to information contained in student journals and class journals.
- Teachers can authorize parents and family members to view information in their child’s journal.



- By creating a parent account and 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.
- Parents can only access journal entries in which their child has been tagged.
- If children are collaborating in their learning, other parents may be tagged in a journal and can access your child's work.

Prohibited Activities

- Any activity that violates any applicable laws, regulations, ordinances or directives.
- Use of personal information about other users, including students, without consent or as forbidden by applicable law or regulation.
- Any manner deemed inappropriate for the classroom or violates school policies.
- Any information that lies or is misleading in nature.
- The distribution of unsolicited or unauthorized communications, promotions, advertisements.
- Threatening, abusive, harassing, defamatory, obscene, profane or invasive of another person's privacy.
- Interference with the proper functioning of software, hardware, or equipment.

Parent Consent

- SeeSaw uses 'opt-out' consent. Opt-out consent assumes permission unless someone takes the step to withdraw consent.
- Families must be notified that their child's photos and work will be published to SeeSaw in order to share the content with them, and be made aware that they need to opt-out if they do not give their consent.
- This notice may be distributed as a letter, or through any other means of regular school communication to parents such as a newsletter. This should be re-distributed annually.

Date Implemented	26/6/2017
Author	Rosemary Hayes
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	18.05.2022
Responsible for Review	Policy Sub Committee
Review Date	18.05.2025
References	

v.26.06.2017 – date of implementation



v.18.05.2022 – insert reference to translation support, correct grammar errors, correct formatting with parent consent section, update footer and evaluation box