



Monday 17 February 2025

Seesaw – Use & Privacy

Dear Parents/Carers,

Unanderra Public School is committed to sharing the educational journey of our students with families through innovative electronic platforms. This year your child's classroom teacher will continue the use of Seesaw (<https://web.seesaw.me/>) to further strengthen the partnership between the classroom and home. Seesaw provides classrooms the tools to capture their learning and then share this directly with you at home in a safe and engaging way.

Seesaw Permission at UPS

The department has a service agreement with some providers it has assessed as meeting privacy and security standards required of the department. The school offers students access to services in addition to these, with Seesaw being one of these. Your consent is required for your child's information to be provided to these third-party providers. Before giving your consent, it is important you understand what student information is collected, how it will be used and who may have access to it.

- At Unanderra Public School, we have ongoing permission forms which means that once you have given permission for your child's digital profile to be set up, this will continue each year they are a student at UPS unless permission is withdrawn in writing by the parent/carer.

Who can access your child's portfolio

Your child's information is stored on their individual portfolio that can only be accessed at the school level by the teachers of each child and school administrators of Seesaw. When a student's work/photo is posted to their individual portfolio by teachers, only parents/carers of the child can view this work. Photos posted of groups of students can be viewed by all individuals with access to those students' profiles. *Note: No other parent/student can view another child's individual portfolio. All information remains private and is not published for public viewing.*

Information about data storage and privacy

Through the use of the Seesaw app, data is stored by Seesaw for our use and access. Student data may include student name, class and journal content. Seesaw has a comprehensive security and privacy system, settings and policy. Their mission is to "create an environment where students are inspired to be their best" with protecting individual privacy being fundamental to their mission and business. Information on Seesaw's privacy policy, storage of information and how Seesaw keeps information safe can be found on their website: <https://web.seesaw.me/privacy-security>.

Seesaw Messaging

As a school, we will also continue to use this digital platform to share, through the 'Messages – Announcements' section, class related reminders and information. Teachers will be using the 'Messages – Conversation' section to allow online communication between teachers and parents/carers in line with the guidelines listed on the following page.

Seesaw Messaging Procedures

What can it be used for?

Teachers can use Seesaw Messaging for:

- General reminders about upcoming events such as Book Fair, assembly etc.
- Requests to bring certain resources and equipment, e.g. 'The class is collecting egg cartons for art, please send these in over the next 2 weeks.'
- Individual messages to parents/carers to organise a meeting
- Individual messages to parents/carers to share a minor event from the day, e.g. '(insert student name) was feeling a little tired and unwell this afternoon'.
- Reminders to submit notes
- Other reasons as deemed acceptable by the principal

Parents/Carers can use Seesaw Messaging for:

- Advising of late submission of homework
- To organise an appointment

What Seesaw Messaging cannot be used for?

Parents/Carers and Teachers cannot use Seesaw Messaging for:

- Discussing academic progress
- Discussing social progress
- Social conversations
- Discussing students other than their own
- Complaints – either formal or informal

The above list can be made through requesting meetings with the appropriate staff member or via a phone call at an agreed time. If these procedures are not adhered to then the following generic response may be forwarded by teachers:

(UPS Generic Response) Please be advised that Seesaw Messaging cannot be used to discuss these matters. Please contact the school via phone or email to request contact with the classroom teacher if necessary. Thank you for your understanding.

Response Expectations

All teachers at Unanderra Public School endeavour to **respond within 3 school days** (taking into account days where the teacher may not be present due to illness or other leave). If you need to urgently make contact with the school please call or email the school office.

If you are not already connected and would like to take advantage of this opportunity, please collect a consent form from the office, complete it and return to the school office as soon as possible. If you have previously completed a consent form for Seesaw, we will either transfer your child into their new class or issue you with the instructions for installing the app on your device as well as a unique QR code to activate your account and start viewing your child's work.

Please feel free to speak with your child's teacher should you have any questions.

Kind regards,
Anissa Rajendra
Principal