

Dear parents and carers

We have decided to use Seesaw at our school. The purpose of this letter is to inform you how we will handle your/your child's personal information when using Seesaw.

What is Seesaw and how will it be used:

Seesaw is a digital portfolio platform used to deliver and assess components of the curriculum and engage parents in their child's schoolwork. Students can use creative tools to do things such as draw, take pictures and record videos to capture learning in their portfolio.

Seesaw will be used at school engage students in interactive and varied online learning and help teachers, students, and parents communicate about students' learning.

You can find more information about Seesaw at Seesaw <https://web.seesaw.me/>

How will personal information be handled by the school whilst using Seesaw?

Function/activity	Personal information
Account creation (student)	- A student's first name, last name, unique ID, grade and school email address are used to create them an account on the software. - Student's first and last name are visible to all other students within the same class.
Account creation and use (parent)	- Parents also have the option to create an account by registering and providing their first name, last name, email address and phone number. This is optional. - Where a parent does create an account, their account will be linked to their child's. - After creating an account, parents are able to view their child's completed activities and achievements as well as any other posts the teacher tags with 'Everyone'. - Parents are also able to send/review private messages with their student's teacher. - Parents are not able to view any other student's information other than their child's unless the teacher has posted this tag with 'Everyone'.
Use of software by student	- Students interact with the software by completing activities assigned by their teacher, drawing, taking pictures, and video recording. - By default, students are only able to see and submit their own activities. However, a teacher can change this where appropriate, e.g., whole class activities.
Teaching and assessment	Teachers will review completed activities to assess a student's progress and deliver further training.
Student achievements	Students can earn achievements by completing activities or being awarded by their teacher. Achievements are visible to all other students in the class.
Health and wellbeing	Essential details of any student allergies, disability or medications will not be recorded on Seesaw. Students will however, complete a daily check in which may indicate a need for a wellbeing response. Teachers will use professional

	discretion as to whether approve these types of responses, given the sometimes sensitive nature.
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In addition to the above, and where appropriate or permitted by law, school staff or service providers may access information in this software for other purposes, for example, where the service provider needs access to provide technical support.

How do we protect personal and other information?

Personal information will be handled in line with the school's and DET's policies. These include: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#), [Digital Learning in Schools](#), [Records Management Policy](#) and [Photographing, Filming and Recording Students](#).

We will help your child to use Seesaw safely by providing them with technical or any other help they need.

You can also assist by:

- having conversations with your child about eSafety
- checking that your child is comfortable raising any issues with you or their teacher
- watching your child when they use the software from home to check if they have any concerns.

Data Location

Seesaw states that it stores information in the United States. Further information about how Seesaw handles personal information can be found in their privacy policy: <https://web.seesaw.me/privacy-policy>

Your consent

I have read this form about Seesaw and I consent to Sunshine Harvester Primary School collecting, storing and using information about myself and my child as described in the form.

Please note: your school may use a checkbox to record your consent in an online system, such as Compass or Sentral, instead of a signature on a paper form.

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Who can I contact if I have questions?

If you have any questions or concerns regarding Seesaw, please contact the school to discuss your options: sunshine.harvetser.ps@education.vic.gov.au

For a reminder of all the third-party online services, applications and systems used by our school which handle student or parent information, please refer to our Online Services Notification on the school website:

<https://www.sunshineharvesterps.vic.edu.au/>