



## **USE OF THIRD PARTY WEB BASED EDUCATIONAL SERVICES PERMISSION TO ACCESS SEESAW**

### **Kororoit Creek Primary School Consent Form and Collection Notice**

Dear Parents and Carers,

This year, all students at Kororoit Creek Primary School have begun using Seesaw (<http://seesaw.me>). Seesaw is a secure online journal where students can document and reflect on what they are learning in class. Parents and students will each be provided with an individual login/QR Code, which will allow parents to see only their child's account and/or work. Anyone with access to the login/QR Code will be able to access your child's account so it is essential that you keep the login/QR Code secure and private and only share it with the select people you trust.

By having a Seesaw journal, your child will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) and then share them privately with you to view and comment on throughout the school year. This will open an array of opportunities for our students and their families. You will be able to view your child's work, including the curriculum standards they address as well as see teacher feedback to work submitted. The journal will be a source of communication and feedback, supporting Celebrations of Learning as well as student led/three-way conferences, while building the skills our students need to be successful in a 21<sup>st</sup> Century digital environment.

Seesaw provides the opportunity for schools to bridge the home-school learning link and strengthen home learning partnerships where what is happening at school can be reinforced through discussion and engagement at home. All posts are moderated by the classroom teacher. Students will be expected to follow classroom Essential Agreements (student produced and agreed upon expectations) that build safe and collaborative digital environments, as well as school wide Acceptable Use Agreements which are provided to families at the beginning of each school year.

In order for your child to use Seesaw, we need your permission. Because of the nature of the service, Seesaw does collect personally identifiable information, like your child's name, and photos, videos or voice recordings made by your child. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. They also use SSL network level security with data stored in highly secure, access controlled data centres. You can read more about their privacy promises and security measures here: <https://web.seesaw.me/privacy> or by searching 'Seesaw student data safety' in your Internet search engine.

Seesaw does not own any images, videos or voice recordings that are uploaded to student journals and these can be retrieved and deleted by the school at any time. Postings are also only accessible to parents via a secure login/QR Code and will not be visible to anyone without a login.

**Unless you tell us otherwise below**, images of your child may be used by our school for the ongoing use of Seesaw. Your child may be identified by first name only in these images (or not named at all).

## Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

## Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

### Opt In

Kororoit Creek Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our [Photographing, Filming and Recording Students Policy](#) on the school website.

**If you would like your family and your child to access the benefits of Seesaw through a secure online journal, please complete the permission form below and return it your child's classroom teacher as soon as possible.** However, if you decide that you do not want your child's work, photos or videos published to Seesaw you do not need to return this form and your child will not have access to the Seesaw platform

I have read this form and I **consent** to Kororoit Creek Primary School using photos, video or recordings of my child (named below) to be used on the Seesaw application.

**To use the full functions and capabilities of the Seesaw platform at school and at home**

*Further information is available in the Kororoit Creek Photographing, Filming and Recording Students Policy*

<b>Name of Student &amp; Homeroom</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____