



Breeze Street  
Bonbeach 3196  
Victoria  
Pre-School Phone: 9776 3077  
Primary School Phone: 9772 3471  
Fax: 9776 1517  
bonbeach.kin@kindergarten.vic.gov.au

19<sup>th</sup> October 2021

**RE: SEESAW Documentation tool**

Dear families,

Bonbeach Pre-School uses Seesaw – a secure and private online documentation tool to record your child's learning and experiences at pre-school. Bonbeach Primary School also uses Seesaw to document the school children's learning. For the past 5 years Seesaw has been used at the pre-school and the feedback received from families has been abundantly positive, allowing us to continue to use it in a format of communicating what is happening in the kindergarten programs.

Seesaw allows teachers and educators to capture and communicate experiences as they happen, making it a powerful window into your child's time at pre-school. Seesaw helps teachers, educators, children and families:

- improve understanding of each child's interests and abilities
- strengthen communications between pre-school and families
- share videos, photos and text capturing children's learning and development
- create a portfolio of your child's learning that travels with your child and can be accessed by you forever
- creates deeper experiences by extending pre-school activities to be talked about at home.
- interacts through iPhone, Android and tablets

We have considered the aspects of digital security and made sure our teaching team have the knowledge and skills to ensure families' privacy is maintained. The introduction of Seesaw is consistent with our *Privacy and Confidentiality Policy* and *Information and Communication Technology Policy*. Seesaw is not open for anyone to read, it is a password-protected space for you, your child's teachers and your family.

Content we add will only be shared with our teachers and the family members you choose to invite. No personal information is shared with any third party.

#### **How Seesaw will be introduced**

We seek your consent for your child's learning to be documented on the new Seesaw tool. To enable you to sign-on and access Seesaw services, Bonbeach Pre-School requires that you read, sign and return the attached Privacy information and Consent Form.

**Please return your completed Consent Form – Seesaw by Friday 11<sup>th</sup> February.**

Each family who consents to the use of Seesaw for their child will be provided with a QR code. The QR code is unique to each child, so you will be given one QR code for each child attending at the pre-school. Your QR code will provide information on how to download and use the Seesaw application.

We aim to launch Seesaw for 2022 at the pre-school on Wednesday 16<sup>th</sup> February 2022.

We look forward to sharing pre-school experiences with families and exploring new ways to communicate and engage with families beyond the kinder classroom. We hope you enjoy Seesaw too.

Kind regards,

Jody Evans and the Bonbeach Preschool team



Breeze Street  
Bonbeach 3196  
Victoria  
Pre-School Phone: 9776 3077  
Primary School Phone: 9772 3471  
Fax: 9776 1517  
[bonbeach.kin@kindergarten.vic.gov.au](mailto:bonbeach.kin@kindergarten.vic.gov.au)

## Privacy Information and Consent Form – Seesaw

### Welcome to Seesaw at Bonbeach Pre-School.

Bonbeach Pre-School uses Seesaw, an online documentation tool, to be utilised by educators to document and communicate children's learning with families. This aims to increase family involvement in each child's pre-school experience, forming a circle of learning between families and pre-school educators.

### What is Seesaw?

Seesaw for Schools is an internet based digital portfolio service for educational purposes only. The pre-school will use it to communicate photos, videos and documented stories on children's learning, which are then shared and accessed by parents, guardians and families using the secure online application.

### Why is Bonbeach Pre-School implementing Seesaw?

Seesaw allows the pre-school to capture and communicate experiences as they happen, making it a powerful window into your child's time at pre-school. Parents/guardians have the opportunity to leave comments, providing input to plan new ways to extend children's unique interests and abilities.

Bonbeach Primary School introduced Seesaw for Schools in 2017, with great success, in the classroom to develop, monitor and sustain learning. Seesaw has been used in the pre-school since 2018 as a digital way of sharing happenings and events at the pre-school with families. If your child continues on to Bonbeach Primary School, your child's Seesaw journal will follow to their new class, creating a record that will stay with your child through their schooling.

Seesaw will be particularly useful for parents/guardians unable to attend the existing family participation activities, as well as enabling families to stay in touch with the pre-school program if a child is not able to attend for a length of time, for example sick or away on a family holiday.

### Providing a safe online environment

Seesaw use will be monitored by the pre-school and access provided to parents/guardians as required. All images, videos and documentation of children's learning is approved by teachers prior to sharing on Seesaw. Teachers approve all new additions and comments before anything is shared with parents. The use of Seesaw is strictly for educational purposes only (eg. pre-school activities/experiences). Teachers will not upload your child's personal, sensitive, health or security classified information to Seesaw.

To further assist your child and family in having safe and positive experiences online, you can refer to parent information on the Australian Government's Stay Smart Online website:

[www.staysmartonline.gov.au/home\\_users/protect\\_your\\_children](http://www.staysmartonline.gov.au/home_users/protect_your_children)

### Consent for Seesaw

We seek your consent for your child's learning to be documented on the above stated Seesaw. To enable you to sign-on and access these services, Bonbeach Pre-School requires that you read this information, sign and return the attached consent form.

If you do not provide consent, you will not have access to the pre-school's Seesaw.

If you do not provide consent, Bonbeach Pre-School will respect the request and ensure that your child is not included in any of the group photos to be included on Seesaw.

Please speak to your child's teacher if you have previously requested that your child's image is *not* to be taken, published or recorded, in the Privacy Statement Permission Form signed on enrolment, and you wish to change that preference to enable access to Seesaw.

If a child requests, at any time, that their photo *not* be taken, educators will respect the request and not take the photo, regardless of any prior consent obtained by the parent/guardian.

## Parent/Guardian responsibilities when using Seesaw

When using Seesaw, all users are expected to continue to be responsible for their behaviour as outlined in the Code of Conduct and our pre-school policies, including:

- *Code of Conduct Policy*
- *Privacy and Confidentiality Policy*
- *Information and Communication Technology Policy*

All users are expected to communicate respectfully, protect personal information, and show consideration for the rights and preferences of other children and their families

All pre-school policies are available in the policy folder in the pre-school foyer and there is information in the Parent Information Handbook provided upon enrolment. All families will have access to the Code of Conduct during the enrolment process.

## Can I share information and content outside of Seesaw?

Please note that photographs and videos are now classified as 'personal information' under the Privacy and Data Protection Act 2014 and therefore are subject to the procedures outlined in the service's *Privacy and Confidentiality Policy*.

When it comes to your own child, it is your choice what you share outside of Seesaw. Remember though that young children cannot make their own decisions about what gets published online so you have a responsibility to make sure whatever is shared is in your children's best interests.

Often, other children may feature in the same photos, videos and stories as your children. In these cases, *never* duplicate or upload them to the internet/social networking sites (e.g. Facebook, Instagram, WhatsApp or other) or share them with anyone other than family members without those children's parents' permission.

The service's *Privacy and Confidentiality Policy* and the Code of Conduct signed by all parents/guardians at the service, states that Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

## How Private and Secure is Seesaw?

Seesaw provides a service that keeps children safe, and puts teachers and parents in control of how student information is shared. Seesaw has the following Privacy Principles to summarise their privacy commitments.

- Seesaw does not own the content – students and their schools do.
- Student 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 any user data.
- Seesaw uses security industry best practices and routinely monitor their systems to protect you
- Seesaw is transparent about their practices and you will be notified if things change.

Seesaw for Schools Terms and Conditions provides further information on how Seesaw may use your child's personal information.

### Terms and conditions

Seesaw for Schools' Terms and Conditions and privacy information can be found by clicking on the links opposite:

<http://web.seesaw.me/privacy-policy>

<http://web.seesaw.me/terms-of-service>

<http://web.seesaw.me/dcma>

<http://web.seesaw.me/privacy>

This page is left blank intentionally



Breeze Street  
Bonbeach 3196  
Victoria  
Pre-School Phone: 9776 3077  
Primary School Phone: 9772 3471  
Fax: 9776 1517  
bonbeach.kin@kindergarten.vic.gov.au

## Consent Form - Seesaw

Please read the Privacy Information and Consent Form - Seesaw, complete and sign this consent form, and return it to your child's teacher by **Friday 11<sup>th</sup> February 2022**.

### Acknowledgement and Consent for use of Seesaw for Schools

I, \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_, have read and understood the information provided in the Privacy Information and Consent Form – Seesaw and agree to the following:

- I understand how my child's personal information will be collected, used, disclosed and managed.
- I understand that this consent will continue while my child is involved in the use of the consented Seesaw services.
- I understand that this consent may be withdrawn at any time by written notification to the pre-school.
- I understand that if the pre-school determines that the personal information is no longer required or relevant, the use of the personal information will cease.
- I understand the information in my child's portfolio is for educational purposes only.
- I understand that photographs and videos are classified as 'personal information' under the *Privacy and Data Protection Act 2014*
- I understand that I may not duplicate or upload personal information of children other than my own gained from Seesaw to the internet/social networking sites (e.g. Facebook, Instagram, WhatsApp or other) or share them with anyone other than family members without those children's parents' permission.

I consent to the arrangements for the use of photographs, videos, and documented stories in Seesaw as stated in the Privacy Information and Consent Form - Seesaw. Y \_\_\_\_ N \_\_\_\_ Initial \_\_\_\_\_

\_\_\_\_\_  
Parent's/guardian's name

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date