



St Joseph's School

Seesaw Protocols

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 St Joseph's 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. Student work is private to the classroom by default.
- 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 within class setup.

How will Seesaw be used at St Joseph's School?

- We aim to create a safe place where students can document their learning using the Seesaw App.
- The seesaw app will be used only for lawful purposes, implemented in line with the St Joseph's School "ICT Acceptable Use" policy guidelines and CEWA policy frameworks.
- 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.
- Seesaw will provide an extension of the classroom learning. All teachers will take reasonable steps to confirm that students are using Seesaw appropriately.
- Each student in Years K-6 will have a minimum of 2 posts per week uploaded to their account commencing in Term 2, 2019:
 - ❖ One post will display work completed in class (including WALT).
 - ❖ One post will show a photo (including caption).

Management Strategies to protect Privacy

- Only teachers or school administrators will create a class on Seesaw.
- Only staff members and students with appropriate permissions can upload, view, and comment on work.
- Teachers will only invite parents and legal guardians to view student journals. Family members may be connected to the student's Seesaw account at the discretion of the Principal.
- Teachers will protect their class QR code so that access to student journals and class journals is limited only to students, parents, legal guardians and those approved by the Principal.
- 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.
- Parents can only access journal entries in which their child has been tagged.
- If children are collaborating in their learning, the teacher may tag the group of students in a journal and therefore other parents can access that piece of work.
- Likes and comments will be turned off until the teacher or school deems it appropriate for this function to be turned on.

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.
- Any work or photographic images cannot be reproduced, duplicated or shared on any social media platforms (e.g. Facebook, Instagram, Snapchat, Twitter, etc.).
- Threatening, abusive, harassing, defamatory, obscene, profane or invasive of another person's privacy.
- Interferences with the proper functioning of software, hardware, or equipment.

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Approved By	St Joseph's School
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Responsible for Review	Policy Sub Committee
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