



# Floreat Park Primary School Seesaw Policy 2017

---

## General Statement

To integrate technology into all learning areas and strengthen communication regarding student learning between home and school, our staff have begun implementing the app Seesaw in classrooms. Seesaw gives your child creative tools to capture and reflect on their learning in real time.

This initiative is in line with Floreat Park Primary School (FPPS) Business Plan 2015-2017.

Priority 1: Successful Students: embedding effective feedback strategies to meet students' level of skill and expertise. Seesaw is an efficient and innovative use of technology resources by students and staff. Seesaw teaches children how to share safely and responsibly in an online environment.

Priority 4: Positive Relationships: by maintaining consistency in positive parent/school communication.

The General Capabilities are embedded in the West Australian Curriculum. The integration of technology into all learning areas, through the use of Seesaw, enables children to work towards achieving several of these capabilities. Within the ICT (Information Communication Technology) Capability, is 'Communicating with ICT' which states;

*This element involves students in using ICT to communicate and share ideas and information to collaboratively construct knowledge and digital solutions. Students develop an understanding of the context when communicating using ICT, including a sense of the audience, the form of communication, the techniques used and the characteristics of the users and the technologies. In developing and acting with information and communication technology capability, students:*

- *collaborate, share and exchange*
- *understand computer mediated communications.*

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/information-and-communication-technology-ict-capability/organising-elements>

Another organising element of the ICT Capability, is 'Applying social and ethical protocols and practices when using ICT' which states;



*This element involves students in developing an understanding of intellectual property for digital information, and applying appropriate practices to recognise the intellectual property of themselves and others. Students use appropriate practices for the physical and logical storage and security of digital information, and apply appropriate protocols when using ICT to safely create, communicate or share information. They gain an understanding of the benefits and consequences of the use of ICT by individuals, groups and communities and the impact of the use of ICT on the fabric of society. In developing and acting with information and communication technology capability, students:*

- *recognise intellectual property*
- *apply digital information security practices*
- *apply personal security protocols*
- *identify the impacts of ICT in society.*

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/information-and-communication-technology-ict-capability/organising-elements>

The Ethical Understandings Capability states;

*In the Western Australian Curriculum, students develop ethical understanding as they identify and investigate the nature of ethical concepts, values and character traits, and understand how reasoning can assist ethical judgment. Ethical understanding involves students in building a strong personal and socially oriented ethical outlook that helps them to manage context, conflict and uncertainty, and to develop an awareness of the influence that their values and behaviour have on others.*

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/ethical-understanding/introduction>

The Personal and Social Capability states;

*In the Western Australian Curriculum, students develop personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively. The capability involves students in a range of practices including recognising and regulating emotions, developing empathy for others and understanding relationships, establishing and building positive relationships, making responsible decisions, working effectively in teams, handling challenging situations constructively and developing leadership skills.*

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/personal-and-social-capability/introduction>



The Personal and Social Capabilities are organised into four interrelated elements of Self-awareness, Self-management, Social awareness and Social management.

Through the implementation of Seesaw across FPPS, children will develop their understanding of Social awareness and Social management through the development of their independent and collaborative skills in the following areas:

- *communicate effectively*
- *work collaboratively*
- *make decisions*
- *negotiate and resolve conflict*
- *develop leadership skills*
- *appreciate diverse perspectives*
- *understand relationships*

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/personal-and-social-capability/organising-elements>

## Department of Education Guidance

The Department of Education Students Online Guidelines Policy 2014 recommends:

### STUDENT IMAGES AND INFORMATION:

*It is recommended that teachers:*

- *Confirm that materials planned for posting has the approval of the Principal and has appropriate copyright and privacy clearance*
- *Confirm that permission to publish work or images of students has been received*
- *Group photos are only with subjects in regular school uniform*
- *Use of school camera for taking student photographs*

### PERSONAL INFORMATION PRIVACY AND CONFIDENTIALITY:

*It is recommended that teachers advise students:*

- *Keeping personal details private*
- *Not sharing user name or passwords*
- *Thinking before posting*
- *Not posting information/images that they would not want others to know*
- *Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.*



## MISUSE AND BREACHES OF ACCEPTABLE USEAGE:

*Principals and teachers should:*

- *follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable usage*
- *tailor disciplinary action taken in relation to students to meet specific concerns related to the breach*
- *promptly address the online publication of defamatory material*

Source: <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/student-online-guidelines.en?cat-id=3457966>

## STATE GOVERNMENT CLOUD STORAGE POLICY:

As a State Government agency, the Department of Education must abide by any State Government Policies around the use of cloud-based computing and storage. The State Government has launched the Whole of Government Cloud Policy in May 2016 which states;

*The Western Australian Government is committed to moving away from being an owner of information and communications technology (ICT) assets to becoming a consumer of technology services from specialist third party providers. Central to this new direction is the adoption of cloud services that enable Government to be more flexible, scalable and deliver better services to more people.*

*To ensure government is capable of embracing this new environment, agencies should ensure that the appropriate skills are available to successfully identify, deploy and maintain cloud solutions that aid in the realisation of business objectives while effectively managing risk and achieving value for money.*

Source: [http://www.mediafire.com/download/wjixjbug2p8z531/Cloud\\_Policy.pdf](http://www.mediafire.com/download/wjixjbug2p8z531/Cloud_Policy.pdf)

## Seesaw Privacy Policy

The Seesaw Privacy Policy outlines:

- Primary data storage is in the United States
- Temporary copies of data may be cached near the person requesting that data to improve performance.
- Seesaw also complies with the EU - U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries.



- Seesaw has certified that it adheres to the Privacy Shield Privacy Principles of notice, choice, accountability for onward transfer, security, data integrity, access, and enforcement and liability.

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

## Seesaw Privacy Principals

An extract from Seesaw:

*An essential part of our mission is providing a service that keeps students safe, and puts teachers and parents in control of how student information is shared. We've adopted the following Privacy Principles to summarize our privacy commitments to you.*

- *We don't own the content you provide – students and their schools do.*
- *Student work is private to the classroom by default. Teachers control what is shared and with whom.*
- *We will never advertise to students, create student profiles or sell any user data.*
- *We use security industry best practices and routinely monitor our systems to protect you.*
- *We are transparent about our practices and will notify you if things change.*
- *We are Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA) compliant.*

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

## Seesaw usage at Floreat Park Primary School

Seesaw will be used in all classes from K-6.

The content of students' work and frequency of posting will depend on year level and curriculum. With collaboration and consistency across year levels designated pieces of work will be published.

Seesaw will be used to publish items of the following nature to parents:

- work samples
- collaborative group activities
- audio, video and photos of students both at work and of their work



## Responsibilities

School Leaders will:

- Ensure adequate training is provided for staff on the use of Seesaw within the classroom
- Comply with the Policies of the Department of Education and FPPS Board
- Include Technology Usage Agreement and Seesaw Permission Form in new enrolment pack
- Ensure the FPPS Seesaw Policy is available for parents through the school website
- Ensure all staff, parents and guardians comply with the FPPS Seesaw Policy
- Have up to date registers for child safety, protection and Students At Educational Risk (SAER) students

Teachers will:

- Ensure they are aware of up to date information regarding child safety, protection and SAER students
- Use student first names only.
- Use Class Code sign in for students (instead of email/Google sign in)
- Comply with school policy regarding Seesaw use in the classroom
- Teach students behaviours to keep safe online. For example:
  - o Keeping personal details private
  - o Not sharing user name or passwords
  - o Thinking before posting
  - o Not posting information/images that they would not want others to know
  - o Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.

Parents will:

- Sign the FPPS Technology Contract and FPPS Seesaw Usage Agreement
- Be familiar with the FPPS Seesaw Policy
- Provide up to date information regarding child safety, protection and SAER students
- Create a parent account for your child, which allows access to their child's digital portfolio



Students will:

- Abide by the FPPS Technology Contract and the FPPS Seesaw Policy
- Follow guidelines outlined by the teacher to ensure safety online. For example:
  - o Keeping personal details private
  - o Not sharing user name or passwords
  - o Thinking before posting
  - o Not posting information/images that they would not want others to know
  - o Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.
- Use the class code to sign in to Seesaw
- Only use first names when positing items on Seesaw
- Post work in a responsible manner inline with my teachers' directions