



## Seesaw - Parent Communication Tool Third Party Web Based Educational Services



Dear parent or guardian

Latham Primary School is committed to providing avenues of communication about student learning, and building collaborative partnerships between students, teachers and families. After a trial last year, we have decided to initiate the use of a web-based communication program called Seesaw; with the purpose of empowering students to reflect and share with their parents and carers. Students will receive a unique student ID and their online portfolios will be linked for the duration of their Latham Primary education.

Teachers will post work samples, photos, videos and voice recordings of student learning so that you are able to see your child's progress throughout the year and comment on their achievements. Information posted is accessible by **you only** unless they have worked in collaboration with other students on a piece. In this instance, parents of all the students involved in the piece of work will have access and be able to comment. This is a forum for positive feedback and will be closely monitored by the teacher moderator. As the teachers become more knowledgeable about the app they will then roll out these functions. We recommend that you take a few moments to familiarise yourself with the parent tutorial provided by Seesaw (<https://web.seesaw.me>).

As our school wishes to register with a web-based service provider that requires some personal information about a student in your care, we are obliged under the *Information Privacy Act 2014* to advise you of the reasons for collecting the information, what will be done with it, the consequence of not collecting it and who else may have access to it.

If you fill in this form, Latham Primary School will use the information provided to observe your wishes in respect of enabling access for you and your child to 'Seesaw'. To assist you in deciding whether to give consent, the site identified is listed overleaf with the description of the type of program together with the website address and a link to the provider's privacy policy and terms and conditions of use. You are not required to consent – this is a matter entirely at your discretion. If you do not consent to supply us with this information we will not use this site to communicate learning with you. If you gave permission last year, we request permission again, and this will then get filed and access given for the remainder of their schooling at Latham Primary.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website on the [Publications and Policies](#) page. Seesaw also has more information available on their site regarding their privacy policy: <https://web.seesaw.me/privacy-policy/>

Please indicate your consent/non-consent for each of the services listed by ticking the appropriate option, signing this form and returning it to the school to record on your child's file. If you have any further questions about the implications of signing this permission slip or you would like to seek further clarification around the use of the website, please do not hesitate to contact your classroom teacher.

Melissa Mongan  
Executive Teacher  
Latham Primary School  
12 February 2019

Provider Details and Information	Consent Provisions
<p><b>Name of Provider:</b> Seesaw</p> <p><b>Type of Service:</b> Seesaw is a web-based communication program that allows for parents to view their child’s work that is posted and the associated teacher comments. It can also be used as an online learning platform for teachers and students to access.</p> <p><b>Website:</b> <a href="https://web.seesaw.me/">https://web.seesaw.me/</a></p> <p><b>Student Information Provided:</b></p> <ul style="list-style-type: none"> <li>• First name and a Student ID which is a mix of letters from their first and last name</li> </ul> <p><b>How information will be used:</b> To set up a class and invite parents to view</p> <p><b>To whom will it usually be disclosed:</b> To vendor administrators managing site.</p> <p><b>How will the site be used:</b> Teachers will set up a class ‘account’ and use this to communicate the learning taking place in the classroom. Students will also have the opportunity to put their work to their accounts.</p> <p><b>Terms and Conditions Link:</b> <a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a></p> <p><b>Privacy Policy Link:</b> <a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a></p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

Student’s Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form to the front office completed.***

***‘We look forward to sharing our learning with you’***