



# Parent Seesaw Privacy and Data Information

To ensure parents and caregivers are provided with all relevant information, this document explains how the Seesaw service works in detail, and how the school and Seesaw will collect, use, and protect student data.

## General Information

### **What does the online service provide?**

Seesaw empowers students to independently document what they are learning at school. Students can “show what they know” using photos, videos, drawings, text, PDFs, and links. They can also import directly from most popular apps.

When students add to their Seesaw journal, content is uploaded, organised by the student, and immediately accessible to teachers from any device. Seesaw makes it easy for students and teachers to review progress over time and demonstrate growth.

Seesaw helps capture the learning process, not just the end result. Students can use Seesaw's built-in audio recording, drawing and caption tools to reflect on what they've learned or explain how they got their answer. On digital devices, students can create videos that combine drawing and audio recording to explain their thinking as they work.

Seesaw gives students an authentic audience of their peers, parents and even other classrooms around the globe, encouraging better work and real feedback. Teachers control who can view student content and can customise which feedback options are available in their class.

### **Who is the service provider?**

Seesaw Learning Incorporated. The service can be accessed at <https://web.seesaw.me>

### **Who will administer and manage the service at the school?**

The service will be monitored by classroom teachers as everything posted must first be approved by teachers. Teachers will have support through key staff onsite.

### **How will the class use the online service?**

The service will be used to share learning and work samples with families. It may be used to create an online portfolio of student work. Students will be guided as to what work they are to upload onto their personal profiles. This work can then be accessed by teachers to make reporting judgments or guide practice. Parents may be able to view their own child's profile and see the work that they have been working on.

### **Where can information about the online service be found?**

Website: <https://web.seesaw.me/>

Privacy: <https://web.seesaw.me/privacy>

## Use and Disclosure by School

### **What student information will the school use and disclose to the service provider?**

Student first names and initial of last name will be used. There will be audio recordings of them explaining their work and pictures or videos of their work samples that will be held by the server and can be accessed by their parents or caregivers. No other individual information will be shared.

### **How will the school use the information of individuals?**

The school will use the students' first name and initial so that students will be able to distribute their work into their own profile and connect to their families. The pictures, videos and audio recordings will show families what their children are learning.

### **Where will the service provider store the information disclosed to it?**

The information will be held overseas, in the United States of America.

See the Seesaw privacy document page: <https://help.seesaw.me/hc/en-us/articles/204472519-Where-is-my-data-stored->

### **What school policies will apply to the use of the online service?**

Goodwood Primary School ICT Acceptable Use Agreement: <http://www.goodwoodps.sa.edu.au/Policies>

### **Will the school be able to access and retrieve all content, including messages or other communications from the online service?**

Excerpt from the Seesaw privacy document: <https://web.seesaw.me/privacy-policy>

*Anything you add to Seesaw is yours. If you'd ever like to save it elsewhere or use a different product, you can download what you've added to Seesaw to your computer or mobile device. Unless you choose to share, no student work is visible outside of the classroom. Teachers can choose to invite family members to see the work their child has added to Seesaw or post some items more publicly (such as to a Seesaw blog).*

### **Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?**

Parents and caregivers who do not consent for their child's name and photos of work samples to be used can exempt their child from Seesaw. Families can negotiate with the class teacher to meet and discuss their child's learning in person.

## Collection by Service Provider

### How will Seesaw use student information that is collected from the school?

Seesaw will create a portfolio for students using their first name and the initial of their last name. The service will allow parents to access the information if the teacher chooses to do so.

### What information of individuals will the service provider collect in the course of the use of the online service?

**Account Information:** When teachers, parents, family members, or school administrators create an account on Seesaw they collect the adult's name, email address, and password. Seesaw may also collect your phone number if you enter it in your Account Settings.

**Journal Content:** Seesaw also collects content that is added to a class or student journal. This content may be photos, drawings, files, notes, hyperlinks, and other ways of documenting student learning. They regularly add types of information that can be uploaded to a Journal, and these are all covered by their privacy policy (<https://web.seesaw.me/privacy>). They also collect comments on posts in class journals, which may be text or voice recordings.

### How will the service provider use information collected in the course of an individual's use of the online service?

Excerpt from: <https://web.seesaw.me/privacy-policy>

*Seesaw only use this information to provide our services to you. For example we use this information to:*

- *Allow you to access and use our service by verifying your identity and storing your Journal Content.*
- *Provide teachers, schools, and family members with customer support.*
- *Notify you about activity on and updates to your account or your child's account (if you've indicated in your account settings that you'd like notifications).*
- *Research, understand, and analyze trends of users to improve and develop new features for our products.*
- *Promote new Seesaw products and services to teachers, parents and schools.*
- *Investigate, prevent, and detect activities on our service that we believe may violate the law or applicable regulations. We may, at the request of a school, investigate accounts to determine whether they comply with school policies.*

## Copyright

### What content or works will individuals share in the course of their use of the online service?

Student work samples including, but not limited to, videos/ digital stories, art work, school projects and assessment materials, written work such as assignments essays poetry etc.

### Who will be able to see the content or work?

Excerpt from: <https://web.seesaw.me/privacy-policy>

*Seesaw journals are private by default. No student content or information is ever shared without your explicit request. Journals are only accessible to teachers via their account, students in the class, and a student's family members if the teacher chooses to invite them. Parents are only able to access their own child's journal, not the journals of other students in the class.*

### Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?

Excerpt from: <https://web.seesaw.me/privacy-policy>

*We don't own the content you provide – students and their schools do. Anything you add to Seesaw is yours. If you'd ever like to save it elsewhere or use a different product, you can download what you've added to Seesaw to your computer or mobile device.*

This implies that students and the school hold copy right over the work produced. The work will be accessible by the school, the student, and their parents or caregivers.