



Education in our school for our world

Online Platform Protocols

General Safety & Privacy Principles

At Charles Weston School we respect that for employment, family safety or other personal reasons, some families in our community require greater levels of privacy around the day-to-day whereabouts and images of their children.

We (parents, guardians, families) respect this by:

- Not sharing photos containing the faces of children who are not part of our immediate family (or are not children whom we have legal guardianship or care of) outside of the approved school apps (Seesaw and Schoolzine).

We (staff) respect this by:

- Following internal processes to manage privacy and safety requests from families.
- Where possible, taking photos and videos for Seesaw within the app and posted directly to the platform.
- Where photos and videos are taken on other devices, these are removed from all storage platforms in a timely manner.
- Communicating clear privacy rules around image capture for volunteers, service providers and visitors to the school.

For further information about keeping families and kids safe online, please visit:

<https://www.esafety.gov.au/key-issues/domestic-family-violence/online-safety-planning/keeping-children-safe>

<https://www.esafety.gov.au/kids/i-want-help-with/personal-information-online>

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Seesaw

How staff use Seesaw:

Seesaw is our digital portfolio, where teachers document, share and celebrate the children's learning journey throughout the year.

Seesaw posts may include:

- Individual photos or videos of a child engaging in learning tasks
- Group images or videos of a child working with others in collaborative learning activities
- Samples of a child's work
- Evidence of students engaging in experiences such as assemblies, incursions, excursions and camps.

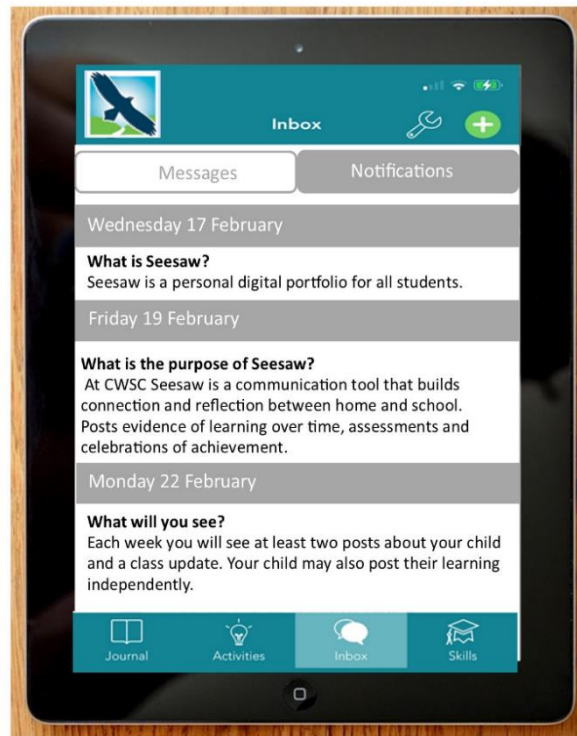
Teachers use the posts on this platform as evidence of learning to inform reporting processes and achievement of learning goals.

Information and permission notes will be sent home via the school email system. Staff may however, use Seesaw to send reminders and updates.

How our students use Seesaw:

As a PYP school, we encourage and promote student agency. Students are taught how to post and share learning they are proud of to Seesaw. Teachers establish expectations with students regarding the content and descriptions used for posts and all posts are approved by staff before they can appear. Student posts can only be viewed by their individual family members.

Using Seesaw supports students to meet the digital technologies curriculum outcomes appropriate for their year level, for example, Kindergarten to Year 2 identify how common digital systems are used to meet specific purposes. They create and organise ideas and share information in safe online environments.



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How families can use Seesaw:

When families use Seesaw, they are able to view student work (along with teacher feedback) and receive class/school announcements. All of this is accessible via the family login, whether they are using the Seesaw Family web portal or the app, which is available on Android and iOS.

We encourage families to use this platform to share in conversations about their child's learning at school throughout the year. Parents and caregivers can also leave feedback on their students' work if they so desire and we highly encourage you to do this!

Please be aware we do not use Seesaw as a two way messaging system. Please refer to our communication fridge magnet for correspondence with staff.

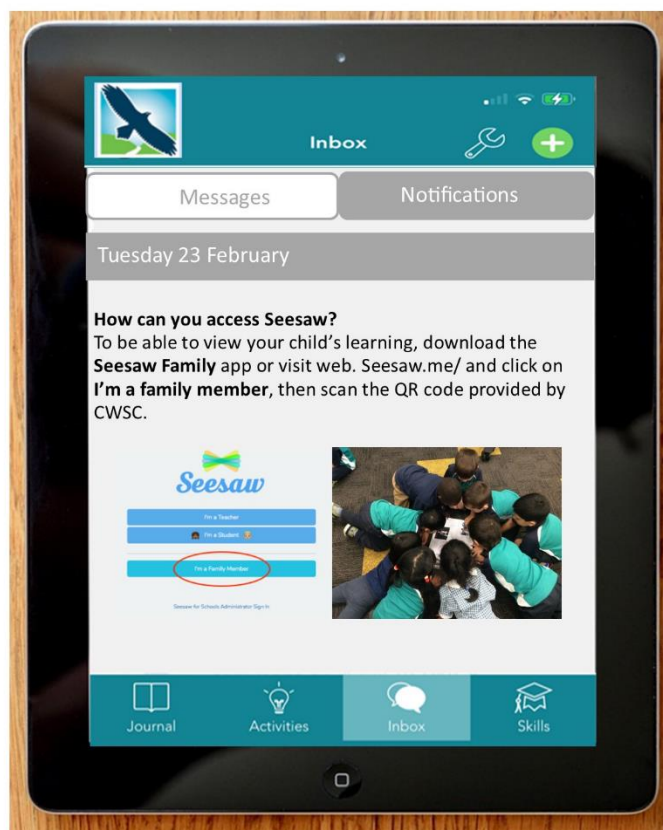
Seesaw Safety & Privacy:

Seesaw is a closed social media platform, where only those families that have joined using their Seesaw code have access to see posts relevant to their child's learning (individually, as a class, and whole school). The school's stance on Seesaw is that we respect people's privacy and use the platform appropriately. This means we (parents, guardians, families and staff) follow the General Safety & Privacy Principles and consider the impact of personal privacy or security of others when viewing, commenting on and sharing posts.

For more information about Seesaw, please visit the below sites.

<https://www.esafety.gov.au/key-issues/esafety-guide/seesaw>

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



If you have concerns regarding privacy for your child and the use of Seesaw please arrange a meeting with your child's teacher and a member of the leadership team so that we can make necessary adjustments.

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Newsletter

How staff use the Newsletter:

The platform we use for our school newsletter is Schoolzine. We have chosen this platform because of its versatility. It is mobile friendly and allows our community to access our newsletter content in their preferred language via a Google Translate function. It enables easy embedding of photos, documents, videos and links. Schoolzine also provides the school with useful data regarding community engagement.

Our staff use the newsletter to share information, photos and videos of student learning, to celebrate successes, and share information about our educational approaches, our programs and upcoming events. Each newsletter has items contributed from our cohorts that provide you with insight into their Units of Inquiry. Our specialist teachers also use this platform to share what is happening in their learning spaces and curriculum areas. We also have updates from the P&C and Front Office.

Any important messaging from the school or Education Directorate may also be included.

How students use the Newsletter:

As with Seesaw, we encourage student voice within our newsletter. Students may contribute to their cohort's newsletter articles. Other ways students may contribute to the newsletter include

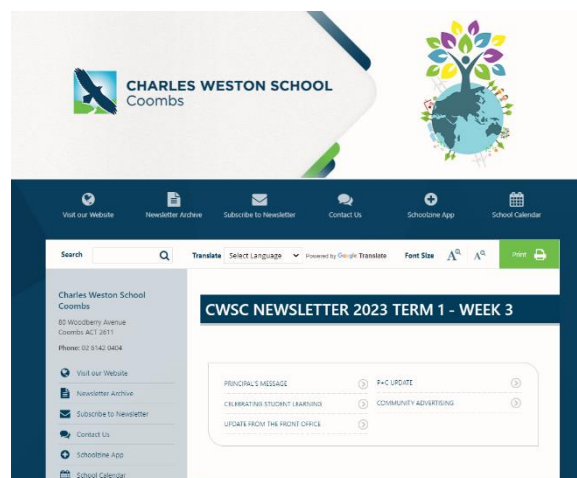
- Work samples
- Notices of upcoming events by school parliament.

Newsletter Safety & Privacy:

The names of children may be included in school newsletters where it relates to an article or story that acknowledges their work and success. Students are normally only identified by their first name and class except where they are named as part of a media story or by parent request.

We (parents, guardians, families and staff) adhere to the General Safety & Privacy Principles when utilising and viewing newsletter content.

If you have concerns regarding privacy for your child and the use of Schoolzine for newsletters, please arrange a meeting with your child's teacher and a member of the leadership team so that we can make necessary adjustments.



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