



DEER PARK WEST PRIMARY SCHOOL

NO. 5032

**Empowered to Learn, Empowered to Grow,
Empowered to Lead**

Quinn Street, Deer Park 3023

PH: 9363 3519

Dear Parents / Guardians,

At Deer Park West Primary School, our students will use a range of technology in their learning, their assessment and their presentations.

Seesaw is a communication tool that is used to communicate with parents their own child's work. Seesaw supplements our formal reporting, which occurs twice a year at the conclusion of the first and second semester. With Seesaw, we can share students progress on an ongoing basis. Throughout the year, students and their teachers will upload student work to the classroom Seesaw journal which will be shared with all of our children's families. The Seesaw blog is hosted by the US company Seesaw Learning Inc. (You can locate Seesaw's privacy statement and terms of use at <https://web.seesaw.me/privacy-policy>)

Students will continue to get a report, which will contain the assessment scores against the Victorian Curriculum and a general comment. All other reporting and assessment will be done continuously through Seesaw.

The Seesaw journal may include videos of the children at work or making a presentation, photos of the students at work, certificates, learning goals, assessment tasks and rubrics, photos of their work or work samples (etc) which could include the child's name or other personal information. These images and personal information are stored on servers in Australia. Other students, teachers and your family members can provide immediate feedback to the student on the work that has been uploaded and shared.

The entire online Seesaw program is password protected and only the school's participating families will have access to the students work and related personal information. If you choose for your child to use Seesaw, parents and students will each be provided with an individual login/QR code, which will allow parents to see only their child's account and/or work. Anyone with access to the login/QR code will be able to access your child's account so it is essential that you keep the login/QR code secure and private and only share it with the select people you trust. Access to a child's Seesaw portfolio is available only to your family (and family members you grant access to), Deer Park West PS staff and the student. For group activities, e.g. a group presentation, access to the work or presentation (e.g. a video clip) would be accessible to the involved students and their families. If upon considering the above information you have questions or concerns please contact Senka King on 9363 3519.

Seesaw Digital Portfolio

Students Full Name: _____ Grade _____

Please tick one:

I consent for my child's work, images and personal information to be used in the Seesaw Digital Portfolios in their personal portfolio and other children in the class (e.g. 2 children sharing a project would be linked to those 2 children's Seesaw Digital Portfolios), which is part of the functionality of the Seesaw Digital Portfolio.

OR

I do not consent to my child's my child's work, images and personal information be used on the Seesaw Digital Portfolio (I acknowledge this means my child would not be able to have a Seesaw digital portfolio).

Parent/Guardian Full Name: _____

Parent / Guardian Signature: _____

Date: _____



Empowered to Learn, Empowered to Grow,
Empowered to Lead

The Department of Education have now specified that permission forms for local walks and Photograph/Media need to be signed annually. It would be appreciated if you could read and sign the permission forms below and return to the school promptly. If you have any questions, please contact the school office on 9363 3519.

Student's full name: _____

Grade: _____

Local Walk

I give permission for my child to participate in any local walking excursions in the school neighbourhood (within 500 meters of the school) in 2024.

I authorise the teacher in charge, where impracticable to communicate with me, to my child receiving medical treatment as may be deemed necessary.

Signature of Parent/Guardian: _____ Date: _____

Photograph/Media

I give permission for my child to be photographed and or filmed during school.

I understand that the photographs/video footage will be used for school purposes (including but not exclusive to the school newsletter, classroom displays, advertising material for the school/transition/website) and that some photos/video footage may include close up shots of my child. Photo/video footage used on the school's website will NOT be published with my child's name

Signature of Parent/Guardian: _____ Date: _____

I certify that the information contained within this form is correct. I understand that the information I have provided is confidential and will be treated as such.

Parent/Guardian full name: _____

Signature of Parent/Guardian: _____ Date: _____

APPENDIX A: STUDENT ACCEPTABLE USE AGREEMENT

I agree to use ICT in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use ICT at my school I will respect resources, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
- I will only use ICT for educational purposes
- I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
- I will not connect any device to the school hardware without teacher permission
- I will treat all equipment with care.

When I use ICT at my school I will respect others, which means:

- I will not use ICT to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
- I will always respect the rights, beliefs and privacy of others.

When I use ICT at my school I will keep myself safe online, which means:

- I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
- I will keep my usernames and passwords safe and secure
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
- I will not deliberately attempt to access inappropriate or non-educational content
- I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

I understand that breaches of the rules will see me lose my ICT/Internet access rights for a period of time determined by the Principal, ICT Coordinator or my teacher.

Student Name. _____ Grade. _____

Student Signature. _____ Date. _____

Parent/Carer Agreement.

I agree to my child _____ using the Internet at school for educational purposes on accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Carer Signature _____

Parent/Carer Name _____

Date _____