



Seesaw Digital Journal at Brookside P-9 College

Annual Consent Form and Opt Out Notice

During this school year Brookside college will be using the Seesaw digital platform as part of our ongoing reporting processes. Seesaw (<http://web.seesaw.me>) is a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add evidence of their learning (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can securely share them with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name to be able to associate work, such as their photos, videos or voice recordings, with their specific account. Seesaw only uses this information to provide the service and does not advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

We are seeking consent for your child to participate in the use of the Seesaw platform as part of our reporting practices being implemented at the college.

A. Use of student images in the Seesaw platform

By consenting to this form, you agree that photographs, video or recordings ("images") of your child and their work may be used on the Seesaw platform.

While the focus for Seesaw will generally be the work created by the student, there are occasions where images of your child may need to be included. Some of these may include (but are not limited to):

- live performances as part of Music and Performing Arts classes
- videos demonstrating physical skills that are assessed in Physical Education classes
- videos of presentations that help to assess speaking and listen capabilities as part of the English curriculum.
- demonstrations of skills used in the Kitchen/Garden and Food Technology cooking programs

B. Use of student audio in the Seesaw platform

By consenting to this form, you also agree that audio recordings of your child and their work may be used on the Seesaw platform.

Audio of your child may be used in the following ways (but not limited to this list):

- live performances in Music and Performing Arts classes that involve voice work only (i.e. singing)
- audio explanations of presented work
- recordings of reading activities to demonstrate accuracy and fluency in the process
- creation of audio books.

Seesaw is a password protected platform with the highest priority of student safety. School based QR codes for each class are used on site and only accessible to the students and teachers of that class. Parent QR codes for sign up are only given to parents that classroom teachers have linked safely to the students. We ask that parents treat these QR codes with a high level of safety so that unwanted users cannot access the Seesaw platform.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on (03) 7379 1555 or at Brookside.p9@education.vic.gov.au

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Giving Consent/Opting Out

Brookside P-9 College will seek consent for students to be enrolled in the Seesaw Digital Journal platform at the beginning of each school year. We understand that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see *our Photographing, Filming and Recording Students Policy*).

As Seesaw is integral to the reporting processes of Brookside P-9 College, this policy is an **opt out** policy, meaning that all students begin the year with assumed consent. Parents are to complete one of the two following options:

- **I Accept:** If you have read this notice and are comfortable with the school enrolling your child on the Seesaw platform and using photos, video or recordings of your child as described above, you do not need to complete any actions. Your child will be enrolled into Seesaw to continue adherence with the Brookside Ongoing Reporting process.
- **I Decline:** If you have decided that you **do not** want your child enrolled in this platform and/or want images of your child to be collected or used by our school, please contact the school in writing via email. Declining this consent form may alter the way your child's progress is reported to you from 2023 onwards.