

SEESAW Guidance

IMPORTANT:

- Seesaw allows two types of messages to be sent
 - Announcements to all parents/carers and/or pupils
 - class tasks and homework to be assigned
- It has been jointly agreed between the Heads of Service and the Data Protection Officer that only communications pertinent to learning and teaching should be issued via the above methods.
- Data minimisation is important: limit the personal information contained in any individual announcements.
- Only pupils for whom a valid consent to appear in social media photos (Photo/Video/Copyright consent form section 2) is on file should appear in photos or videos uploaded to the Seesaw platform. If a pupil does not have valid consent recorded then photos including that child may only be uploaded to that particular pupil's portfolio.
- Non-learning and teaching communications to parents should be issued via Messenger 5. This is to ensure communications are auditable and to protect teachers from inappropriate communications from parents.
- Schools should ensure their data is stored in the UK and display the Seesaw UK Privacy Notice. The storage location can be checked in the settings by admin users. If it does not state "United Kingdom" this should be reported to the Education Purchasing Team immediately.
- Schools are **not** permitted to use the free version of Seesaw.
- Consent is **not** required for Seesaw. However the Privacy Notice for Seesaw must be provided to parents and displayed on the School website. It will be added to the Council website also.
- Schools need to consider downloading the data at transition points for all children as it will help effectively assess and moderate the tracking and monitoring of pupil progress. Storage of the downloaded data must meet GDPR and Retention Schedule requirements and be in line with the General Education Privacy Notice.
- Schools **must** set "families can share posts" to "Disabled".

Information that is requested by Seesaw:

Teachers provide student forename and initial of surname (if required), class and school. For the student ID field you should use student initials only.

No other pupil information should be provided, in particular email addresses should **not** be entered for pupil accounts.

Parent users download the app and add their first name, surname and email address.

Student users should minimise the amount of personal information on the work that is uploaded.

Information that is collected automatically:

For all Users -

- data on your use of Seesaw i.e. the last log in;
- technical information i.e. the device used, operating system and IP address;
- communications

Your information is stored for as long as you keep your login with Seesaw but you can ask to delete your account at any time.

Parent accounts will be subject to the Terms & Conditions as detailed on the screen at the time of account creation. This is separate to the Data Sharing Agreement Argyll and Bute Council hold with Seesaw and is the responsibility of the parent whether they wish to accept them.

Teacher Users

Teachers are responsible for inviting and approving parent accounts and their link to the child. They are also responsible for ensuring all content and comments are approved prior to being published.

For more information on Seesaw's Privacy Policy please go to:

Seesaw GDPR guidance v7.0.docx

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

Some further information for teachers:

1. Only argyll-bute.gov.uk email addresses may be used for staff accounts.
 2. All staff accounts are required to use multi-factor authentication to log in on a new device. This will consist of a one-time passcode sent to their work email address.
 3. Staff should not seek to access their account from a personal device.
 4. Teachers within each school are responsible for deleting pupils from their school if they leave;
 5. Teachers should ensure they are approving the correct pupil/parent link
 6. Each school should review their pupil list on Seesaw at the beginning of each school year to ensure that they are only working with pupils still in their establishment;
 7. Teachers should be considerate of other pupils photos appearing in work shared online and this should be minimised where possible.
 8. It is important to educate pupils about entering personal information into their shared work, including photos of other pupils;
 9. If encountering problems with Seesaw no personal data should be shared using the standard email system – this should be encrypted.
- **Data Protection legislation should be adhered to at all times. All staff must have completed via LEON within the last 12 months:**
 - General Data Protection Regulations – annual refresher
 - Schools and GDPR

Version Control

Version	Date	Notes
7.0	22/3/24	Provided information on what student ID to use; clarified that pupil email addresses should not be supplied. Updated wording to clarify that only Argyll-bute.gov.uk email addresses should be used for staff accounts.

