DIGITAL CITIZENSHIP

At St David's Primary School we expect all pupils, staff and families to show **safe** and **respectful attitudes** to **digital citizenship.**

At St David's Primary School we believe that all children are entitled to an education of the highest quality which is relevant and challenging; set in a safe, secure and nurturing environment. We aim to promote positive behaviour and early intervention throughout all that we do, including on our digital platforms.

We promote the highest levels of citizenship so that the children can go forward with an independent joy of learning and skills which will serve them for life.

At St David's Primary School our aim is to create a learning community where we*:*

- ✓ all have the right to learn and work in a safe environment and to treated fairly and with respect
- ✓ are all responsible for supporting the rights of others and ourselves
- ✓ create a climate where everyone can learn and achieve
- ✓ are able to take responsibility for our mistakes and are given support to make the right choices in future
- ✓ collectively take responsibility for building confidence among children by showing empathy and understanding.

🐦 We use social media (Twitter) as a way to connect with others, share our learning journeys, celebrate achievement, communicate with our wider community and connect with others.

Seesaw is an online reporting tool/ portfolio which aims to provide you with regular information about your child's progress and next steps in relation to the curricular level they are working within. Staff report on your child's progress and the children are encouraged to take ownership of their learning through this secure platform.

The principles outlined below **help us to remain safe and protected** across all digital platforms. Please **ensure you are familiar and adhere to the expectations** of our online community.

Ready	Respectful	Safe
• use SeeSaw responsibly as a learning tool/ portfolio (please direct all other communications to the school office e.g. lost property, requesting a meeting with teacher to discuss a concern) • take an active role in your child's learning by discussing the content and learning activities captured within SeeSaw • provide constructive and relevant feedback on your child's progress and next steps within SeeSaw (this facility has not yet been enabled but will be in the future)	• always treat others in a respectful, positive and considerate manner • ensure appropriate use of all digital platforms at all times • always respect the privacy of all school community members (e.g. you may be able to view photos of pupils tagged in the same photo on SeeSaw)	• use good judgement in all situations, behaving in a way that will make you and others feel proud of our school • keep passwords and personal information private • do not share, screenshot, replicate or repost any information (including photos or videos) outwith the SeeSaw online portfolio • ensure all comments are relevant, constructive and posted in the appropriate forum • report any identified issues relating to SeeSaw or Twitter directly to the school office in a timely manner

SeeSaw is committed to protecting the privacy of it's users. Their online system is fully GDPR compliant. Further details relating to their privacy policy can be found overleaf.

SEESAW PRIVACY POLICY

INTRODUCTION

Seesaw's mission is to create an environment where students can be their best. To accomplish this goal, it's essential that Seesaw is a safe place for students to document their learning, and that parents and teachers are in complete control over how that information is shared.

Protecting your privacy is fundamental to our mission and business. The following summarize our promises to you.

- We never sell your data or student data.
- We never advertise in Seesaw.
- We don't own the content you add to Seesaw.
- Student work is private to the classroom by default.
- We use the latest security industry best practices to protect you.
- We are transparent about our practices and will notify you if things change.
- We are compliant with FERPA, COPPA, and GDPR.

You can read more about our Privacy Principles and our commitment to privacy here.

This Privacy Policy governs the use of data collected by our websites at seesaw.me, and the Seesaw Application (collectively "the Seesaw Service", "the Service" or "Seesaw"). This includes personally identifiable information that we collect when you create an account ("Account Information"), content added to class journals ("Journal Content"), Activities teachers create, and Messages sent via Seesaw. Any data collected by Seesaw that can be linked back to an individual student is considered "Student Data".

By using Seesaw, you agree to this Privacy Policy. If you don't agree, please don't use Seesaw. You can contact us anytime with questions about this policy at help@seesaw.me.

SEESAW AND GDPR

Seesaw complies with the European Union General Data Protection Regulation (the "GDPR") and makes it easy for EU individuals to exercise their rights described in that regulation. The purposes for which Seesaw collects your information, the categories and specific types of information, and our practices and policies regarding the processing of your information are described in this Privacy Policy and our Data Processing Agreement. If you have specific questions about how Seesaw is compliant with GDPR, please see our frequently asked questions about GDPR.

WHO DOES SEESAW COLLECT INFORMATION FROM?

Teachers, parents, family members, students, and schools may create accounts on Seesaw. We also collect limited log-data from all visitors to our marketing website.

WHAT INFORMATION DOES SEESAW COLLECT?

Account Information: When teachers, parents, family members, or school administrators create an account on Seesaw we collect your name, email address, password, and profile picture. Seesaw may also collect your phone number if you enter it in your Account Settings.

Students cannot create an account by themselves, but must be invited to a Seesaw class by a teacher or school administrator. Where students have permission to use Seesaw, Seesaw collects personally identifiable information about them including their names, email addresses, and profile picture. This information may be entered by a teacher or the student or populated from the student's account with a third party sign-in service, such as their Google account.

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. We regularly add types of information that can be uploaded to a Journal, and these are all covered by this Policy. We also collect comments on posts in your class journal which may be text, or if you allow Seesaw to access the microphone on your device, voice recordings. Journal Content that is uploaded by a student or teacher may be considered a student education record as defined by FERPA.

Messages: Seesaw collects messages that are sent and received in Seesaw by teachers, family members, and students.

Activities: Teachers may use Seesaw to create activities to use with their students. Activities may include text or voice instructions for how to complete the activity, an example of a correct response or a template for students to edit.

Activity Author Profiles: Teachers who choose to publish activities to the Seesaw Activity Library can also create a public Activity Author Profile. This includes the name and profile picture they choose to publish on their public page, their school name, their school's location, and other information teachers may choose to publish.

Communications: Seesaw collects any information you send to us directly, such as email communications.

Information from your Google Account or other Third-Party Sign-in Service: Seesaw allows teachers, parents, and students (after being invited by a teacher) to sign up for and log into our service using a Google or Clever Account. When you sign up for an account using one of these Third-Party Services, we use the name, profile picture, and email address (if available) from these services.

Log Data: When you use Seesaw, we receive log data such as your IP address, browser type, operating system, device information, and your mobile carrier. In addition, we may receive or collect additional information such as the referring web page, referring search terms, and pages visited. If you are using Seesaw as a teacher, parent, or administrator, Seesaw may use your IP address to determine your approximate location for the purposes of sending you customized marketing and other information about our products.

HOW DOES SEESAW USE THIS INFORMATION?

We 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, Activities, and Messages.
- 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.

DOES SEESAW ALLOW ADVERTISING OR SHARE DATA FOR ADVERTISING?

Absolutely not. Our business model is straightforward: we charge for optional, additional features on top of our free product and have no interest in advertising within Seesaw. We never display ads, allow third-party ads, share data for the purpose of displaying ads, or allow data collection by third-party advertisers or data brokers.

IN WHAT LIMITED CIRCUMSTANCES MAY SEESAW NEED TO SHARE MY INFORMATION?

We do not sell or share any data you provide with third parties except in the limited circumstances detailed below:

- We use a small number of third-party services in order to operate and improve Seesaw – for example a data center operator that manages our servers or a notification service that helps us send you messages about your account. These services need access to your personally identifiable information in order to work (i.e. your email address is required to send you email), but are contractually prohibited from using that information for any other purpose other than to provide the Seesaw service. In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US and the Swiss-US Privacy Shield, Seesaw is potentially liable. A list of the third-party services that obtain personally identifiable information we currently use can be found here. When these third-party services transfer the personal information (Personal Data, as that term is defined in GDPR) of EU residents, these services are processors and are contractually bound to also comply with GDPR to protect your data privacy and security.
- Seesaw may disclose your information to a third party to comply with applicable laws or regulations, or a valid legal request - including to meet national security or law enforcement requirements. If we are going to release your data, we will do our best to provide you with notice in advance by email, unless we are prohibited from doing so by law.
- Seesaw may disclose student Account Information and Journal Content to the child's school district upon request, as required by FERPA.
- By default Activities teachers create are private to their account. Optionally, teachers may choose to publish Activities they create to the public Seesaw Activity Library, in which case they will be publicly accessible along with their Activity Author Profile. We may also share activities published to the library with teachers who we think may be interested in using them with their class.
- We may disclose or transfer your Account Information and Journal Content in connection with the sale, merger, bankruptcy, sale of assets or reorganization of our company. We will notify you if a different company will receive your information. The promises in this Privacy Policy will apply to your data as transferred to the new entity.

HOW DO YOU USE COOKIES?

Cookies are small text files that we transfer to your web browser that allow us to identify your web browser and store information about your account. We use these cookies to keep you logged in to Seesaw, customize your Seesaw experience, understand how you use Seesaw, and promote Seesaw to relevant teachers and schools.

You can choose to remove or disable cookies via your browser settings. Please be aware that Seesaw will not work properly if you disable or decline cookies.

HOW DOES SEESAW KEEP YOUR DATA SAFE?

Seesaw takes protecting your security and privacy seriously and we've put a number of measures in place to protect the integrity of your information, including use of highly secure, access-controlled data centers, routine 3rd party security audits, data encryption in transit and encryption of Journal Content at rest. For more information, please read this article.

In the event of a security breach, we will notify affected account holders within the amount of time required by law so that you can take steps to keep your data safe.

CHANGES TO OUR PRIVACY POLICY

Seesaw may from time to time make changes to this Privacy Policy to account for changes to our practices or applicable law. If we make changes to this Privacy Policy that we believe will materially affect your rights, we will notify you by email about these changes and post a notice to our service. If you continue to use our service after you receive notice of changes to this Privacy Policy, you will accept these changes.

CONTACT INFORMATION

If you have any questions about this Privacy Policy or feedback, please contact help@seesaw.me. You can reach Seesaw by mail at:
Seesaw Learning, Inc.
180 Montgomery Street, Suite 750
San Francisco, CA 94104

You can read more about Seesaw's privacy policy here: https://web.seesaw.me/privacy-policy

Here at St David's Primary, we take your privacy seriously. We promise to collect, process, store and share your data safely and securely. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. You can find out more about how we collect, use and share your data by accessing: https://www.midlothian.gov.uk/info/200285/access_to_information/338/privacy_and_cookies/9