



Figtree Public School

Respect, Safety, Learning



Education

Gibsons Road

Figtree 2525

Phone: 4271 6888

Figtree-p.school@det.nsw.edu.au

12 February, 2020

Seesaw Messaging Procedures

Dear Parents and Carers

As previously mentioned, all classes will be using Seesaw in 2020 and class teachers will be enabling the messaging component of this app to communicate with you.

☐ Teachers can use Seesaw Messaging for:

- General reminders about upcoming events such as Book Fair, Assembly etc.
- Requests to bring certain resources and equipment e.g. 'The class is collecting egg cartons for art, please send these in over the next 2 weeks.'
- Individual messages to parents to organise a meeting
- Reminders to submit notes
- General messages and photos about some whole class learning
- Individual messages and photos about individual learning
- Other reasons as deemed acceptable by the principal

Parents can use Seesaw Messaging for:

- Giving helpful updates about child e.g., 'My child was complaining of a headache this morning' or 'My child had a restless night and may not be 100% today'.
- To organise an appointment

☐ Parents and teachers cannot use Seesaw Messaging for:

- Discussing academic progress
- Discussing social progress
- Social conversations and organising social events
- Inappropriate use of language and comments that are in any way disparaging of others.
- Discussing students other than their own
- Complaints – either formal or informal

The above list can be made through requesting meetings with the appropriate staff member or via a phone call at an agreed time.



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Response Expectations

All teachers at Figtree Public School endeavour to respond to messages as soon as possible. However, please remember that during the school day, their primary role is to teach and care for students. They are also not expected to respond to messages during their personal time. If your message requires a response, please be patient and if something is urgent, please contact the front office instead of using Seesaw.

Information about data storage & privacy

- Through the use of the Seesaw app, data is stored by seesaw for our use and access. Data constitutes student name (only first name and last initial), class, work samples and/or photos with work samples. Seesaw has a comprehensive security and privacy system, settings and policy. Their mission is to "provide a service that keeps students safe, and puts teachers and parents in control of how student information is shared". Information on Seesaw's privacy policy, storage of information and how Seesaw keeps information safe can be found on the Seesaw website <https://web.seesaw.me/privacy>.

Class teachers will provide you with information regarding the set-up of Seesaw.

Kind regards

○
Melissa Harding
Principal

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