



# A Guide to Digital Pupil Profiles for Parents/Carers

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This leaflet is designed to inform and support parental involvement in our new digital pupil profiles using the free to download and use Seesaw application. The leaflet will answer some key questions about the purpose and methods of sharing learning in this way. Teaching staff will be able to answer any other questions.

### **What is a Digital Profile?**

A Digital Profile is an interactive storage point that allows pupils to collect evidence of their learning and share this with their teachers and their parents.

### **Why Digital Portfolios?**

Collecting evidence in a digital way allows pupils to capture video and sound, annotate pieces of work and comment on their achievements and next steps. This can then be added to by teachers and parents to share in these achievements and point towards next steps. Using a digital platform also offers an opportunity to increase the frequency of sharing and allows for this to take place at home.

### **What is Seesaw?**

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes. When there are new Seesaw posts, families can be notified via the app notification. Parents are only notified about their own child's work, and all data is safe and secure. You will receive an invitation letter when your child's journal is ready to view.

### **How should I contribute to my child's Digital Profile?**

The big idea here is spending time with your child and sharing in their achievements and learning that has taken place. Viewing the materials together and talking about what you're seeing and hearing is the main thing. It is a prompt to share in your child's learning experiences. How you choose to do this is up to you, but some guiding principles are to choose a time where you can really listen and have quality discussion about what you are seeing. Making sure that discussion comments are positive and focus on the progress you see is also of great importance.

### **Contributing by commenting on profile entries.**

The Seesaw app allows for, and we encourage, comments to be added to pupil's learning journals. Feedback is important to help students grow and learn. Teachers provide students with feedback all of the time in class. Parents can provide feedback too. Providing good feedback to your child can be difficult, especially as you may want to tell them lots of things that they need to do to be better at something.

When making a comment, you are best to keep in mind your child's stage and **what they are learning about** within the example. Comments that focus on what has been learned are more effective at moving learning forward.

## Who can view student journals?

**Seesaw journals are private by default. No student content or information is ever shared without your explicit request.**

Journals are only accessible to teachers, students in the class, and a student's family if the teacher chooses to invite them.

Links to Seesaw journal posts can only be accessed if shared by a teacher, family, or student account. Links are not searchable.

**Family members are only able to access their own child's journal, not the journals of other students in the class.**

If any parents are still concerned about their child's privacy, we can observe these guidelines for that child:

- Do not post group photos that include the child
  - Do not tag the child in posts that include any other members of the class.
- Only invite the child's parents to view their journal and do not invite other family members
- Refrain from posting photos of the child, and instead focus on photos of their school work
- Do not post that child's work to the blog (if you have turned on the blog for your class)

We can turn off family sharing in our class settings. To do this, tap your wrench icon in the top right corner > "family likes, comments & sharing" > turn sharing OFF. When family sharing is disabled, families will not have the ability to download any items onto their device or share any items over social media. They can of course, take a screenshot. There is not much we can do about that, unfortunately so we trust everyone to respect each other's privacy. When parent sharing is disabled, parents will not have the ability to download any items onto their device or share any items over social media.

## How does Seesaw help keep student data safe? (Info from Seesaw)

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.

- We have a robust set of Privacy Principles designed to clearly communicate our privacy promises to our teachers, parents and students.
- Seesaw uses SSL security at the network level to ensure all account information and journal content is transmitted securely.
- Journal Content (e.g., the photos, video, audio, and other content you add to your Seesaw journal) is encrypted at rest.
  - All passwords are salted and hashed using PBKDF2.
- Seesaw routinely conducts 3rd party security audits to verify the security and integrity of our systems and internal controls.
- Account information is stored in highly secure, access-controlled data centers operated by industry leading partners with years of experience in large-scale data centers.
- All user information is stored redundantly and backed up in geographically distributed data centers. We utilize multiple distributed servers to ensure high levels of uptime and to ensure that we can restore availability and access to personal data in a timely manner.
- We have adopted an internal data access policy that restricts access to personally identifiable information to a limited number of employees with a specific business need (such as for technical support).
- All employees undergo a background check before beginning employment at Seesaw, sign a nondisclosure agreement, and immediately lose access to all internal systems and data when terminated. No customer information is stored on individual employee computers.
- We routinely monitor our systems for security breaches and attempts at inappropriate access.
  - We use encrypted QR codes for parent and student access to journal content.
    - Seesaw has taken the Student Privacy Pledge.
- Seesaw complies with the EU - U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. Seesaw has certified that it adheres to the Privacy Shield Privacy Principles of notice, choice, and accountability for onward transfer, security, data integrity, access, and enforcement and liability. You can learn more about the Privacy Shield program on their website.

**When making comments it is important to ask yourself:**

Will these comments **help** my child improve?

Will it help my child be self-motivated and **encourage** him/her to try again?

**Some sentence starters might include:**

This is quality work because...

When explaining this you...

Your thinking shows...

Two things you did really well are...

Your writing tells me...

I like the way you have...

If appropriate, offer a link to learning that has taken place out of school.

**An example comment might be:**

I really liked the way that you read your story to me on Seesaw, you showed great expression.

I can see you have improved your skills in... we'll practise these more when we...

**Other comments**

You could also use this as an opportunity to tell your child's teacher about your child's learning at home. For example you could say ...At home we've been measuring when we baked bread this week.

All comments (pupil and parent) are held for approval by the class teacher, so don't worry about making an error with the technology, it won't be posted until approved by school staff.