

Hamlyn Views School

Electronic Communications Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Hamlyn Views School on (03)52155700

PURPOSE

To utilise a range of electronic media platforms to provide effective and responsible communication with Parents/Carers about their child and inform the whole school community about our curriculum programs, current activities, policies, and procedures.

1. AIMS

SeeSaw

- a. To use the Seesaw App as an electronic classroom diary with Parents/Carers.
- b. To create a safe place where students and teachers can document learning using Seesaw.

Compass

- a. To use the Compass Parent Portal to view up-to-date class and school attendance information, approve or enter upcoming or past student absence and consent to school events.
- b. To communicate and promote current school events and other relevant information.
- c. To update personal contact information such as email and mobile numbers.

Facebook

- a. To use Facebook to share school and student highlights with the school community.

- b. To communicate and promote current school events and other relevant information.

Website

- a. To use the school website to provide current information about whole school events or classroom activities, key policies and procedures and other relevant information about our teaching and learning practices.

POLICY

SeeSaw

- a. Teachers will communicate with Parents/Carers up to 3 times per week, with one entry of pictures.
- b. Specialist Teachers will share learning content and/or pictures at least twice per term.
- c. Parents/Carers can access various activities, photos, videos, private messages or whole class journal entries.
- d. SeeSaw will be used as a positive form of communication about the students' school experience. If there are pressing or urgent matters to address, then a call will be made to Parents/Carers as soon as practicably possible*.
- e. All teachers will take reasonable steps to ensure appropriate supervision when students are using Seesaw in the classroom.
- f. Student accounts will be set up each year and QR access codes provided to parents/carers.
- g. Personal information will be used only for the benefit of learning within our school.
- h. Where appropriate voice recordings will be provided along with written communications.
- i. Only students with parental permission will have their images uploaded in Seesaw posts which are accessible by other parents.

* Where parents/carers need to contact the school **urgently**, for example with changes to **bus travel, or medication**, they are required to **contact the office by phone**.

Compass

- a. HVS staff will communicate with Parents/Carers via Compass to communicate and promote current school events and other relevant information.
- b. Parents/Carers can access the Compass Parent Portal to view up-to-date timetables and event calendars relevant to their student and consent to school events and excursions.
- c. Parents/Carers can access school attendance information and approve or enter upcoming or past student absences.
- d. Parents/Carers can access students Individual Education Plan (IEP's) via Compass
- e. Administration staff will distribute a newsletter via Compass.
- f. Only students with parental permission will have their images uploaded in Compass posts which are accessible by other parents.

Facebook

HVS has zero tolerance for any form of child abuse

- a. Key staff will have access to the school Facebook Page to upload positive news stories and information about school events and activities.
- b. Only students with parental permission will have their images uploaded onto the school Facebook Page.

Website

- a. The school website will be administered by a designated Administration Officer with oversight by the Principal Class Team.
- b. Information, policies, and procedures will be updated on a regular basis to ensure content remains current and relevant.
- c. The latest newsletter will be uploaded to the website.
- d. Only students with parental permission will have their images uploaded onto the school website.

All communication media platforms will be used only for lawful purposes, implemented in line with the Hamlyn Views School 'Digital and Online Learning (Internet) Policy and Acceptable Use Policy' Policy guidelines and DET Policy frameworks.

PRIVACY

- a. Only teachers or school administrators will create a class on Seesaw.
- b. Only relevant staff members, parents and or family members with appropriate permissions should upload, view, comment on and share work.
- c. Teachers will only invite parents, guardians, and other trusted adults to view student's journals.
- d. Parents/Carers will only be able to view their child's journal and information.
- e. Parents/ Carers are expected to respect the privacy of other students in their child's class and *refrain from sharing photos from SeeSaw on social media if the images contain children that are not their own.*

PROHIBITED ACTIVITIES

- a. Any activity that violates any applicable laws, regulations, ordinances, or directives.
- b. Use of personal information about other users, including students, without consent or as forbidden by applicable law or regulation.
- c. Any manner deemed inappropriate for the classroom or violates school policies.
- d. Any information that lies or is misleading in nature.
- e. The distribution of unsolicited or unauthorized communications, promotions, advertisements.
- f. Threatening, abusive, harassing, defamatory, obscene, profane or invasive of another person's privacy to anyone of the school community.
- g. Interferences with the proper functioning of software, hardware, or equipment.

REFERENCES

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

- a. Seesaw is protected by copyright, trademark, and other intellectual property laws.
- b. Seesaw uses industry best practices to collect, store and transmit your data securely.
- c. Students and Hamlyn Views School own all the student data added to Seesaw
- d. Data collected by Seesaw will be under the direct control, maintenance, and management of the school.
- e. You grant Seesaw the right to use, publish, transmit, display, copy, process, adapt, modify, and distribute your content.

<https://sites.google.com/compass.education/policies/privacy>

- a. Compass respects user privacy and is committed to protecting their data.
- b. Compass ensures the necessary and appropriate technical and organisation measure to safeguard personal data in relation to children.

POLICY REVIEW AND APPROVAL

Created date	November, 2022
Consultation	School Council – 30 th November 2022
Endorsed by	Suzanne Armstrong, Principal
Endorsed on	30 th November, 2022
Next review date	2024