

## **Attachment A**

### **Online Services Assessment**

### **General Information**



#### **a) What is the online service called?**

See Saw

#### **b) What does the online service Provide?**

Seesaw empowers students to independently document what they are learning at school. Students can “show what they know” using photos, videos, drawings, text, PDFs, and links. You can also import directly from most popular apps.

#### **c) Who is the service provider?**

SeeSaw

#### **d) Who will administer the technology at the school?**

2017 - Grade 5 & 6 Classroom teachers: Neva Hamlin, Rachel Jessep-Peck, James Morrison, Sasha Fritchley, Kate Wise, Michelle Shreeve, Trent Dowling, Steve Crowe & Brooke Moffatt

#### **e) How will the school be using the online service?**

As a primary means of parent communication, and sharing students individual work within the classroom.

#### **f) Where can information about the online service be found?**

<http://web.seesaw.me/learn-more/>

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

#### **g) What information of individuals will the school use and disclose to the service provider?**

- Students first/last name and user name.

#### **h) How will the school use the information of individuals?**

‘The school will use the student’s name to generate an account.

#### **i) Where will the service provider store the information disclosed to it?**

Seesaw only collects personal information through the Services from a child under 13 where their school, district, and/or teacher has agreed (as described in more detail in the Terms of Service) to

obtain parental consent to use the Services and disclose personal information to us for the use and benefit of the learning environment.

If you are aware Seesaw is collecting information from a student under age 13 without parent consent, please contact us immediately at [help@seesaw.me](mailto:help@seesaw.me) and we will delete the data.

For more see SeeSaw Privacy Policy

### **j) What school policies will apply to the use of the online service?**

- Digital Technologies and Internet User Agreement
- Ipad User Agreement
- Privacy Policy
- E-Smart policy
- Media Permission Policy

### **k) Will the school be able to access and retrieve all content, including messages or other communications from the online service?**

The school has the capacity to download student work when required.

### **l) Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?**

- Compass
- Parent teacher interviews
- Hard copy journal

### **m) How will the service provider use information of individuals that is collected from the school?**

### **n) What information of individuals will the service provider collect in the course of the use of the online service?**

**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 photographs. 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 under the Federal Education Rights and Privacy Act (“FERPA”).

**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 Account. When you sign up for an account using a Google Account, Google sends us the full name, profile picture, and URL of your Google+ profile associated with your Google Account. Seesaw may also receive additional information, such as publicly available information on your Google+ profile.

**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 DO YOU USE COOKIES AND THIRD PARTY ANALYTICS SERVICES?**

Seesaw uses cookies and third party analytics services to understand how users use our Services, to improve them and to promote Seesaw to teachers and schools. Cookies are small text files that we transfer to your computer. The cookies Seesaw uses do not share any Account Information or information from your Class Journal with any third party. These cookies might be “session” cookies, which disappear after you log out of Seesaw and close your browser. We may also use “persistent” cookies, which can stay on your computer for a longer period of time or indefinitely.

Please be aware that Seesaw will not work properly if you disable or decline cookies.

## **o) How will the service provider use information collected in the course of an individual's use of the online service?**

The service provider will use this information to create a login identification for parents

*From the SeeSaw Privacy Policy*

We only use collected 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.
- 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.

## **p) What content or works will individual's share in the course of their use of the online service?**

The student may create work that contains information about them or their family, including:

- art work or photographs
- video or digital story
- comments and insights on information
- school projects and assessment materials
- podcasts and other streaming outputs
- email content
- written work, such as assignments, essays or poetry
- communication with peers.]

## **p) Who will be able to see the content or work?**

Teachers will be able to see all content. Students will be able to see their own work and classmates work (at the discretion of the teacher). Parents will be able to see their own child's work.

## **q) Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?**

*From the SeeSaw Privacy Policy*

We do not sell or share any Student Data, Journal Content, or Account Information with third parties except in the limited circumstances detailed below:

- In order to operate our service, we contract with third parties – for example a data center operator or an email service to send you notifications – that require access to your personally identifiable information. We contractually prohibit those parties from using the data for any other purpose other than to provide Seesaw's service. In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US Privacy Shield, Seesaw is potentially liable.
- 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 by law from doing so.
- Seesaw may disclose student Account Information and Journal Content to the child's school district upon request, as required by FERPA.

- 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.

**r) If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?**

'The school may share and celebrate any students' work on their website, newsletter and promotional materials. In accordance to our schools Media Policy