



ROSALIE PRIMARY SCHOOL

Online Learning Portfolios 2018



Background

Throughout this document we will be referring to online learning portfolios. Whilst these portfolios involve students sharing their work in a controlled online environment, not all portfolios are alike. Below we will cover the two most commonly used online learning portfolios at Rosalie Primary School and briefly cover how they are used.

Seesaw (<https://web.seesaw.me/>)

An American company, Seesaw empowers students to independently document their learning with built-in creative tools, and provides an authentic audience for their work. We use Seesaw predominantly in the younger years as it has a friendly user interface with young students able to upload work independently. Seesaw also provides the teacher with the option to invite parents to join the classes' portfolio as a means of parent/teacher communication and also allows parents to see their child's uploaded work. Occasionally teachers may also share photos or videos of events happening in class. The online class is a teacher-controlled environment and is not accessible to anyone not given access by the teacher.

Google Classroom (<https://classroom.google.com/>)

Google Classroom is a learning management system developed by Google for schools. G Suite for Education is used by over 60 million students and teachers around the world. It aims to simplify creating, distributing and grading assignments in a paperless way. Google Classroom combines Google Drive for assignment creation and distribution, Google Docs, Sheets and Slides for writing, Gmail for communication, Google Forms for assessing pre and post unit learning, tests and surveys, Google Calendar for scheduling, and Google search to help with school projects.

General Statement

To integrate technology into all learning areas and strengthen communication regarding student learning between home and school, some of our staff have implemented student driven online learning portfolios such as Seesaw and Google Classroom.

This initiative is in line with the priorities outlined in the Rosalie Primary School Business Plan 2017-2019.

Successful Students:

Rosalie fosters a learning environment that encourages our students to be well prepared for their future, happy, secure, and able to contribute positively to their community. *Online learning portfolios are an efficient and innovative use of technology resources by students and staff. Online learning portfolios empower students to independently document their learning with built-in creative tools, and provide an authentic audience for their work.*

Strong Sustainable Partnerships:

Rosalie will continue to forge strong and sustainable community partnerships to create engaging learning opportunities for students. *Online learning portfolios give families an immediate and personalised window into their child's school day, and make communication with teachers seamless.*

The General Capabilities are embedded in the West Australian Curriculum. The integration of technology into all learning areas, through the use of Seesaw and Google Classroom, enables children to work towards achieving several of these capabilities. Within the ICT (Information Communication Technology) Capability, is 'Communicating with ICT' which states; *This element involves students in using ICT to communicate and share ideas and information to collaboratively construct knowledge and digital solutions. Students develop an understanding of the context when communicating using ICT, including a sense of the audience, the form of communication, the techniques used and the characteristics of the users and the technologies. In developing and acting with information and communication technology capability, students:*

- *collaborate, share and exchange*
- *understand computer mediated communications.*

Source:

<http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/information-and-communication-technology-ict-capability/organising-elements>

Another organising element of the ICT Capability, is 'Applying social and ethical protocols and practices when using ICT' which states;

This element involves students in developing an understanding of intellectual property for digital information, and applying appropriate practices to recognise the intellectual property of themselves and others. Students use appropriate practices for the physical and logical storage and security of digital information, and apply appropriate protocols when using ICT to safely create, communicate or share information. They gain an understanding of the benefits and consequences of the use of ICT by individuals, groups and communities and the impact of the use of ICT on the fabric of society. In developing and acting with information and communication technology capability, students:

- *recognise intellectual property*
- *apply digital information security practices*
- *apply personal security protocols*
- *identify the impacts of ICT in society.*

Source:

<http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/information-and-communication-technology-ict-capability/organising-elements>

The Ethical Understandings Capability states;

In the Western Australian Curriculum, students develop ethical understanding as they identify and investigate the nature of ethical concepts, values and character traits, and understand how reasoning can assist ethical judgment. Ethical understanding involves students in building a strong personal and socially oriented ethical outlook that helps them to manage context, conflict and uncertainty, and to develop an awareness of the influence that their values and behaviour have on others.

Source: <http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/ethical-understanding/introduction>

The Personal and Social Capability states;

In the Western Australian Curriculum, students develop personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively. The capability involves students in a range of practices including recognising and regulating emotions, developing empathy for others and understanding relationships, establishing and building positive relationships, making responsible decisions, working effectively in teams, handling challenging situations constructively and developing leadership skills.

Source:

<http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/personal-and-social-capability/introduction>

The Personal and Social Capabilities are organised into four interrelated elements of Self-awareness, Self-management, Social awareness and Social management.

Through the use of Seesaw and Google Classroom, children will develop their understanding of Social awareness and Social management through the development of their independent and collaborative skills in the following areas:

- *communicate effectively*
- *work collaboratively*
- *make decisions*
- *negotiate and resolve conflict*
- *develop leadership skills*
- *appreciate diverse perspectives*
- *understand relationships*

Source:

<http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/general-capabilities-over/personal-and-social-capability/organising-elements>

Department of Education Guidance

The Department of Education Students Online Guidelines Policy 2014 recommends:

STUDENT IMAGES AND INFORMATION:

It is recommended that teachers:

- *Confirm that materials planned for posting has the appropriate copyright and privacy clearance*
- *Confirm that permission to publish work or images of students has been received*
- *Group photos are only with subjects in regular school uniform*
- *Use of school camera for taking student photographs*

PERSONAL INFORMATION PRIVACY AND CONFIDENTIALITY:

It is recommended that teachers advise students:

- *Keeping personal details private*
- *Not sharing username or passwords*
- *Thinking before posting*
- *Not posting information/images that they would not want others to know*

- *Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.*

MISUSE AND BREACHES OF ACCEPTABLE USAGE:

Principals and teachers should:

- *follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable usage*
- *tailor disciplinary action taken in relation to students to meet specific concerns related to the breach*
- *promptly address the online publication of defamatory material*

Source:

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/student-online-guidelines.en?cat-id=3457966>

STATE GOVERNMENT CLOUD STORAGE POLICY:

As a State Government agency, the Department of Education must abide by any State Government Policies around the use of cloud-based computing and storage. The State Government has launched the Whole of Government Cloud Policy in May 2016 which states;

The Western Australian Government is committed to moving away from being an owner of information and communications technology (ICT) assets to becoming a consumer of technology services from specialist third party providers. Central to this new direction is the adoption of cloud services that enable Government to be more flexible, scalable and deliver better services to more people.

To ensure government is capable of embracing this new environment, agencies should ensure that the appropriate skills are available to successfully identify, deploy and maintain cloud solutions that aid in the realisation of business objectives while effectively managing risk and achieving value for money.

Source: http://www.mediafire.com/download/wjixibug2p8z531/Cloud_Policy.pdf

Seesaw Privacy Policy

The Seesaw Privacy Policy outlines:

- Primary data storage is in the United States
- Temporary copies of data may be cached near the person requesting that data to improve performance.
- It does not mention the Australian Privacy Act in its privacy policy. Instead 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, accountability for onward transfer, security, data integrity, access, and enforcement and liability.

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

Seesaw Privacy Principles

An extract from Seesaw:

An essential part of our mission is providing a service that keeps students safe, and puts teachers and parents in control of how student information is shared. We've adopted the following Privacy Principles to summarize our privacy commitments to you.

- *We don't own the content you provide – students and their schools do.*
- *Student work is private to the classroom by default. Teachers control what is shared and with whom.*
- *We will never advertise to students, create student profiles or sell any user data.*
- *We use security industry best practices and routinely monitor our systems to protect you.*
- *We are transparent about our practices and will notify you if things change.*
- *We are Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA) compliant.*

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

Google Classroom Privacy Policy

The Google Privacy Policy outlines:

- Google doesn't assume ownership of any customer data in G Suite core services.
- Google only keeps personal information as long as it is asked to keep it. If an education department, school or university decides to stop using Google, Google makes it easy for them to take the data with them.
- There are no ads in G Suite for Education core services and they do not collect or use student data for advertising purposes or create advertising profiles.
- Google has signed the Student Privacy Pledge introduced by the Future of Privacy Forum (FPF) and The Software & Information Industry Association.
- G Suite for Education core services comply with the Family Educational Rights and Privacy Act (FERPA) and their commitment to do so is included in their agreements.
- Independent auditors and third party organizations have verified that their privacy practices and contractual commitments for G Suite for Education comply with data standards.

Source: <https://edu.google.com/k-12-solutions/privacy-security/>

Online Learning Portfolio usage at Rosalie Primary School

Seesaw and Google Classroom will be used in some classes from K-6. The content of students' work and frequency of posting will depend on year level and curriculum.

Seesaw will be used to publish items of the following nature to parents:

- work samples
- collaborative group activities
- audio, video and photos of students both at work and of their work

Google Classroom will be used to publish items of the following nature:

- work samples
- collaborative group activities
- audio, video and photos of student work.

Responsibilities

School Leaders will:

- Ensure adequate training is provided for staff on the use of Seesaw and Showbie within the classroom
- Comply with the Policies of the Department of Education
- Include Student Internet User Agreement and Online Learning Portfolio Permission Forms in new enrolment packs
- Ensure the Rosalie Primary School Online Learning Portfolio Policy is available for parents through the school website Rosalie Primary School Online Learning Portfolio Policy

Teachers will:

- Use Class Code sign in for students
- Teach students behaviours to keep safe online. For example:
 - o Keeping personal details private
 - o Not sharing username or passwords
 - o Thinking before posting
 - o Not posting information/images that they would not want others to know
 - o Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.

Parents will:

- Rosalie Primary School Online Learning Portfolio Permission Form at the beginning of the school year.
- Be familiar with the Rosalie Primary School Online Learning Portfolio Policy
- Provide up to date information regarding child safety, protection and SAER students
- Create a parent account for your child (Seesaw), which allows access to their child's digital portfolio

Students will:

- Abide by the Student Internet User Agreement and the Rosalie Primary School Online Learning Portfolio Policy
- Follow guidelines outlined by the teacher to ensure safety online. For example:
 - o Keeping personal details private
 - o Not sharing username or passwords
 - o Thinking before posting
 - o Not posting information/images that they would not want others to know

- Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.
- Use the class code to sign in to Seesaw
- Only use first names when posting items on Seesaw
- Post work in a responsible manner in line with my teachers' directions