



3 February 2020

Office 365, EDMODO and SEESAW – Parent Information

Dear parents/carers,

This year teachers in Stage 3 may use online platforms such as Google Classroom, Office365, Edmodo and Seesaw. Office365 is a range of Microsoft applications that can be accessed online for sharing and storing purposes. Edmodo is a free and secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information. Seesaw is an online student driven portfolio where students can share and collaborate on work in a safe, secure environment.

Edmodo and Seesaw are both accessible online and through any mobile device with internet capabilities – including free apps for iPhone, iPad, iPod and Android devices. Students can access their account from any mobile device or computer, and set up notifications within the app to receive alerts/reminders via text or email.

Edmodo and Seesaw will not be used as a social network like Facebook or Instagram. This tool will be used strictly for educational purposes using the following guidelines:

- Students will be required to use appropriate grammar and spelling instead of texting language.
- Edmodo does not allow private student-to-student messaging: all posts go to the whole class or directly to a specified teacher. Teachers receive an email notification of every post and reply.
- The site will be used to discuss school-related content only.

No criticism or sarcasm toward another's ideas is allowed. All school rules and consequences related to harassment apply.

Students who fail to follow the guidelines above, and the items listed on the Code of Conduct may lose the privilege of using these One Drive, Edmodo and Seesaw.

Parents can view their child's activity. On the right-hand side of a child's Edmodo home page, below the notifications section, there is a six-digit parent code. Once this has been accessed parents need to create an account with Edmodo as a student using this six-digit code. In this way parents are able to stay up-to-date with classroom activities, assignments and school events.

For Seesaw, parents will be provided with a secure code linked to their child's Seesaw account. This can be activated by setting up a parent account and linking to the code provided.

Attached is a code of conduct permission note that will need to be signed by students and parents/carers in order for students to use these online platforms. We look forward to a great year as we incorporate the use of these learning platforms into our teaching and learning. If you have any questions, please contact your child's class teacher.

Bert Lo Campo
Principal

Jared Madden
Assistant Principal



One Drive/Edmodo/Seesaw Student Code of Conduct

Dear parents/carers,

Please read the student code of conduct carefully, sign in the space provided and return to your child's classroom teacher by *Friday 21 February 2020*.

1. I will use one of the avatars included with Edmodo/Seesaw for my profile picture or use one that I have appropriate legal permission to use (i.e. in the public domain).
2. I will use my own name when creating my account, not an alias or nickname.
3. I will use posts to discuss school-related content only.
4. I will use a respectful tone of voice when posting. All school rules and consequences related to harassment apply.
5. I will use appropriate grammar and spelling instead of texting language.
6. I will not use my posts to promote personal websites or chat rooms.
7. I will not use sarcasm or criticism to avoid my intentions being misinterpreted.
8. I will not reveal any personal information on Edmodo. This includes telephone numbers, addresses, emails, etc.
9. I will not post photos or videos showing myself (a photo of myself is not permissible as an avatar) or classmates without permission.
10. I understand that I am only able to create a student account

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

A copy of this note can be located on the school website – <http://www.quakershilp.schools.nsw.edu.au/notes>