

Information for guardians

Digital pedagogical documentation for preschools in the city of Mölnådal

The teams in preschools shall continuously and systematically document, follow up and analyse every child's development and learning as well as evaluate how the preschool satisfies the children's possibilities to develop.

Some preschools in Mölnådal, use digital systems for pedagogical documentation, which means an additional opportunity for you, as a guardian, to follow the preschool's work and your child's development.

In Mölnådal some preschools use a digital system for pedagogical documentation. This system is called Unikum and we use it from preschool up to the 9th grade. In elementary school the students will have a written *Individual Development Plan* (referred to as IUP in Swedish) in Unikum.

Frequently Asked Questions

- Who can see the information about my child and myself?

The pedagogical documentation can only be seen by the responsible teachers as well as the child's guardians. As a guardian you can see the names of other children, and their guardians, in your child's group. However you can not see the pedagogical documentation of the other children.

- Is the information stored safely?

The information is sent encrypted over the internet. Unikum's servers, where the information is stored, are located in guarded and protected operation facilities.

The system is supervised by professional staff and security storage of the information is done regularly. The system is protected by firewalls.

You can also participate in maintaining the security of the stored information with a secure password and keeping this password away from others.

- For how long is the pedagogical documentation stored?

The documentation about your child is available throughout the child's time in Mölnådal preschools. When the child's transition to school takes place, you, as a guardian, will be asked if the documentation is allowed to follow. If the documentation is not allowed to follow, it will be deleted after leaving preschool. If the child is going to another preschool within Mölnådal the documentation transfers to the new preschool.

If the information is allowed to follow to the school it will be part of the child's future written *Individual Development Plan* (IUP). The IUP will be stored five years after completed elementary school. After that, the information will be deleted.

- Why do we use social security numbers?

Social security numbers are used in all preschools and schools throughout the country to identify what children/students go to which preschool/school, and to identify the guardian correctly. The social security number is required to guarantee that you are connected to your child. The social security number is not used for any other purpose than to create you as a user of the system and to connect right people to each other.

Pedagogical Documentation

The teams in the preschool shall continuously and systematically document, follow up and analyse every child's development and learning as well as evaluate how the preschool satisfies children's possibilities to develop and learn according to the national curriculum (Lpfö98, 2.6). A child in the preschool is never measured against a pre set standard since there are none in the National Curriculum.

The pedagogical documentation should not contain sensitive information.

Personal Data Act - PuL

The information that will be saved in the pedagogical documentation will contain personal data which means that we must follow the law according to the Personal Data Act, (PuL).

As a guardian you always have the right to read information that is saved about your child and can request correction if something is not correct.

The board of school administration is responsible for the stored personal data.

Consent

Every guardian shall give their consent for the pedagogical documentation to be digital. The consent is made by the form, *Parental consent, Digital pedagogical documentation for preschools in the city of Mölnåls*.

Other

Any further questions about pedagogical documentation, contact your child's teachers or preschool director. For further questions contact the school administration in Mölnåls at 031-315 10 00.

Public Document

Pedagogical documentation is a public document.

According to the law of The Principle of Public (in Swedish *offentlighetsprincipen*) you can request a public document. If someone requests a public document, a secrecy examination is done and sensitive information is omitted before the public document is handed out.