



Information for guardians with children in preschool

Digital pedagogic documentation in Bollnäs Municipality

In preschool, each child's development and learning should be in focus. Activities should be monitored and documented continually, so that we can analyse and evaluate what we are doing. The evaluations help us to ensure that preschool activities accommodate all of a child's developmental potential.

In the preschools of Bollnäs Municipality, this is done digitally, via the web-based IT tool Unikum. If you are a guardian, you can now follow the preschool's activities, along with your own child's development and learning. The preschool's staff will use Unikum to communicate with you (the guardians).

Common questions and answers

What is Unikum?

Unikum is a digital platform with spaces for (for example) weekly letters, food menus, schedules, our and the children's evaluations, reflections and day-to-day documentation in the form of blog entries from activities at the preschool. You will also see how the activities are connected to the preschool's curriculum, i.e. what we are planning to do at the preschool. You can follow your child and view what the preschool group is doing, through pictures, documentation and reflections.

As usual, you will receive information verbally when you drop off and pick up your child at the preschool. When you get home, you can use Unikum, read and view the pictures, and your child

can tell you about what we did and experienced in school during the day.

Who will see the information about my child and me?

As guardian, you can see what other children are in your child's group and who the guardians of your child's classmates are, and you can receive information that is relevant to the whole group.

Only you, the guardian, and the teachers responsible for the children's group can view the documentation of your child's learning and development in the preschool. No guardian can access documentation about any other child's development and learning.

The documentation in Unikum is only intended for authorised persons. Therefore, you must not copy, share or use photographs or documentation in other contexts, such as on social media like Facebook or Instagram.

Is the information securely stored?

The information is sent in encrypted form over the internet, just as with internet banking.

All guardians must use e-identification/BankID to log in.

The servers where the information is stored are located in well-monitored and well-protected operating centres. The systems are monitored around the clock by professional operating personnel, and the information is continually backed up. The systems are protected by firewalls.

Why are Personal ID Numbers (personnummer) used?

Security- and privacy requirements are high, and this is why Personal ID Numbers are used, just as they are for the internet services of banks or the Social Insurance Agency, for example.

Personal ID Numbers are now used in all the country's preschools and schools to identify students who attend each preschool and school, and also to identify guardians correctly. A Personal ID Number is required to ensure that information on your child is linked to the right guardian.

Since the information in Unikum will contain personal information, Bollnäs Municipality must comply with the Personal Data Act (PDA), and soon with the new Data Protection Act as well.

How long is documentation about my child stored?

The documentation on your child will be retained during the time your child is in preschool. If your child changes preschools within the Municipality, your child's documentation will come along with him/her.

Is consent required?

Because Unikum is the tool that Bollnäs Municipality has chosen for documenting the learning of all preschool children, consent from you (the guardians) is not required for this. We now use a digital tool instead of paper and pens.

The teachers will add pictures of your children in your child's own documentation. However, if they wish to add pictures of your child in the preschool group's documentation, which all guardians in the group can see, you must provide your consent. You can do this together with the preschool staff via the form for sound, film and images on social media, the internet and printed information.

Important to know

Public document

Pedagogic documentation is a public document. According to the principle of public access to official documents, it is possible to request public documents that are in a Municipality. If anyone requests pedagogic documentation, a

confidentiality review is performed, where sensitive information, if any exists, is deleted, before any documentation is submitted.

Sensitive information

Pedagogic documentation is written by staff at the preschool. What is written in the documentation must not contain sensitive information.

Sense and etiquette – important information on free text fields!

The digital documentation may contain free text fields. The free text fields must not contain descriptions or assessments of an individual's personal characteristics. Offensive statements are not permitted, either. This applies to everyone who uses Unikum or other digital work tools.

Other information

If you have any further questions regarding pedagogic documentation, you can contact the staff or the director of your child's preschool.

Get started now!

You can access Unikum either through your computer or the app for smartphones and tablets.

Go to the address <https://start.unikum.net/> or download the Unikum app on your smartphone or tablet. Once there, choose 'Log in another way' (*Andra sätt att logga in*), and then 'Bollnäs Municipality' (*Bollnäs kommun*). Then, log in using BankID or Mobile BankID. When the teachers in your preschool group upload anything that is relevant to you as a guardian or your child, you will receive a notification of this in the app.

At www.unikum.net, you can read more about this, see informational films, and read comments about this tool from guardians at other preschools.

You can find support information, informational films and more at our web site:

<http://www.bollnas.se/index.php/unikum>

We look forward to an instructive period using this new tool!