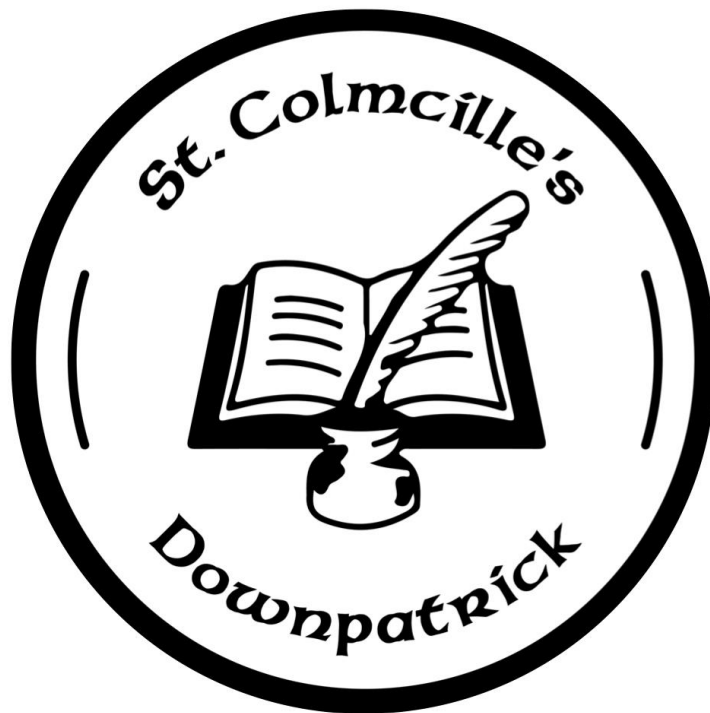


Seesaw Policy



Introduction

At St Colmcille's Primary School, we strive to integrate technology into all learning areas and strengthen communication regarding student learning between home and school. This is particularly important in the current global climate and with the need for effective remote-learning and communication platforms between home and school.

Our staff have spent significant time navigating the Seesaw App and the Seesaw for Schools system, including through detailed training and sharing good practice as a staff group. Staff have implemented Seesaw through weekly learning opportunities in class, homework tasks, communication with parents and to facilitate remote-learning and communication, as necessary.

What is Seesaw?

Seesaw is a secure virtual learning platform and learning journal. It allows for activities to be uploaded by a teacher and set as a task for pupils to undertake. Activities can be uploaded in many formats; such as worksheets, photo/video, hyperlinks and audio recordings. Pupils can use the app to respond to these activities through editing a worksheet with text/ annotations, uploading audio/photos, or responding via text. Each activity that a child completes is stored within their personal seesaw journal, which allows for a record of their learning to be built up over time. This journal will follow the pupil throughout their time in school.

Seesaw also allows teachers to communicate to their pupils through posting 'announcements', as well as having a facility for teachers to post samples of pupils' work for others to see and post other helpful guides/ resources for pupils to access.

In addition, Seesaw facilitates strong parental engagement with school. Through Seesaw, parents and carers can communicate privately with the class teacher, view their child's journal of completed tasks, as well as monitor and view announcements and tasks posted to their child, from the teacher. Using the 'Announcement' tool, teachers and school clerical staff and school leadership can communicate key information to all parents, as well as attach documentation for their reference.

How does Seesaw work?

Each individual child in school is provided with their own Learning Journal held securely online. This can be accessed via a unique password/QR code which pupils use to log in. Parents and carers are invited to join their child's learning journal via email or a Family Invite QR code. Each code is unique to the specified child's journal and only information relating to that child's work will be shared.

All our staff access their Seesaw account which is linked to their assigned class. This allows them to upload activities, post observations, post photos or videos, record children's achievements and assess their learning. Children are also encouraged to post relevant work here and use the platform as a digital portfolio. This digital portfolio can then be carried forward into different classes as your child progresses through school.

Seesaw can be accessed via downloading an app for android or apple, or else alternatively via online at the seesaw webpage- app.seesaw.me/login

How can a parent/carers view their child's Learning Journals?

Once logged in, parents/carers will see their child's journal on their home screen in a list – selecting any one of these will open up the journal for further observation. Parents/carers may add positive comments and praise for their child in the box at the bottom of the observation if they wish – and as a school we would love to receive such comments to continually encourage children to aim for their best and reach their full potential!

Who can access a Child's Learning Journal?

Each child's teacher will have access to the Learning Journals of pupils in their class, as well as the messaging service with linked parents/carers. The only other people that can see a child's account will be parents/carers. Parents/carers must ensure that they keep their Seesaw password updated and private, to prevent unauthorized access to their account and their child's Learning Journal. If your child is featured in a group observation or task, their photo may appear in another child's Learning Journal, but their personal work/comments won't.

Teachers will:

- Ensure they are aware of up to date information regarding child safety and data protection in line with GDPR;
- Use student first names only;
- Use Class Code sign in for students;
- Comply with school policies regarding Seesaw use in the classroom and Using ICT;
- Teach students behaviours to keep safe online. For example:
 - Keep personal details private
 - Never share usernames or passwords
 - Think before posting
 - Not post information/images that are not appropriate or in line with permission;
- Ensure that the platform is kept professional;
- Be respectful of other people's content that they post, comment or share.

Students will:

- Abide by the schools Acceptable Use Agreement, ICT Policy, Digital Safety and Seesaw Policy;
- Be respectful of other children's learning journal;
- Follow teacher-led instructions on how to utilise their Seesaw account;
- Follow guidelines outlined by the teacher to ensure safety online;
- Keep personal details private;
- Never share usernames or passwords with anybody else;
- Think before posting a comment;
- Not post information/images that they would not want others to know/see;
- Be respectful of other people on Seesaw;
- Use their own code only to sign in;
- Only use first names when posting items on Seesaw.

Parents will:

- Sign the Seesaw Usage Agreement (upon creating an account);
- Become familiar with the Seesaw Policy;
- Make a conscious effort to promote and facilitate Seesaw activities within the home setting;
- Respect the schools use of a professional virtual learning platform;
- Ensure that all contact made via Seesaw is respectful and appropriate;
- Never share their child's home learning code/QR Code on social media;
- Use Seesaw as a means of parent/carers - teacher communication, when appropriate;
- Ensure that communication with their child's teacher through the Seesaw App occurs between 8.30am- 4.30pm.
- Ensure that any correspondence or documentation received on Seesaw is not shared on social media/ other online platforms.
- Ensure their Seesaw Family Account password is kept updated and secure and is not shared with others.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents must note that resources provided via seesaw are for viewing online only on our secure platform. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Access to Seesaw

Seesaw is available for use 24 hours per day, 7 days a week. Secure login methods have been distributed to pupils, however they should contact their class teacher in the event of being unable to access any of the systems for remote/home learning. Parents and pupils are reminded of the importance of keeping usernames and passwords confidential at all times, as well as secure for future reference. **Parents/carers should only contact their child's teacher between 8.30am & 4.30pm Monday to Friday.** If a parent/ carer wishes to draft messages outside of these times, Seesaw provides the capability to schedule messages so

that they will be automatically sent within the specified times.

Monitoring and Review

This policy should be read in conjunction with the Digital Safety and Acceptable Use Agreements, Remote-Learning Policy, ICT Policy, Data Protection Policy, Health and Safety Policy and Child Protection Policy.

This policy is implemented on a day-to-day basis by all school staff and the school community and is monitored by the Principal.

This policy and its implementation will be reviewed annually, or as required.