



Principal: **Mrs Ashley Donaghey** B.Ed. Hons, MSc, PQH(NI)

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GUIDANCE ON USING THE SEESAW APP

Instructions for Student & their Parents/Carers

Oakgrove IPSN pupils and families/carers will be using Seesaw as a secure platform to support home learning and bring your child's class back together again, albeit in a virtual capacity. This online platform will allow pupils and teachers to communicate with each other and share pieces of work that will only be seen by the teacher and pupils in each individual class. This week, parents/carers will receive an individual code for each child, DO NOT tell anyone else your private code.

Teachers will:

- Communicate directly with your child via SeeSaw. This will help to develop relationships and sense of belonging within each class while we are apart due to Covid-19 lockdown.
- Use SeeSaw daily as part of their working day, except for the days that they are in school providing Keyworker supervision.
- Ask pupils questions or ask them to share a piece of work.
- Reply to any comments, pieces of work and messages.
- Record a voice message and share them with pupils.

Children will:

- Be encouraged to share pieces of their work (children can take a photo or screenshot to share).
- Ask their teacher a question, even record their voice and talk to them.
- Communicate with their teacher at a time that suits best between 9.00am-3.00pm, not outside of the school day.
- Adhere to the school's UICT and Internet Safety Policy available on the Parent Page of the School Website.

Parents/Carers will:

- Supervise pupils when using SeeSaw and check communications.
- Adhere to the school's UICT and Internet Safety Policy available on the Parent Page of the School Website.

Although this is a virtual classroom, our school rules are the same.

SAFE, KIND, READY TO LEARN



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Dear Parent/Carer,

I am delighted to share with you that our pupils will be using a secure online platform, Seesaw (<http://seesaw.me>). Your child will be able to ask questions and add pieces of work (including photos, videos, worksheets, drawings and voice recordings).

To use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and **doesn't** advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that your child will enjoy using Seesaw to document and share their learning. Please read and sign this permission slip so that your child can use Seesaw.

Yours sincerely,

A Donaghey

Mrs A Donaghey
(Principal)

Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Pupil Name: _____

Parent/Carer Printed Name: _____

Parent/Carer Signature: _____ Date: _____

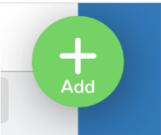


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Below are the steps to get started.

DESKTOP/LAPTOP	TABLET/MOBILE
1. Use Google Chrome as your browser. if possible.	1. Make sure that your operating software is up to date.
2. Go to https://web.seesaw.me on a computer.	2. Install the Seesaw Class iOS or Android App.
3. Tap "I'm a Student".	3. Tap "I'm a Student".
4. Type in your Home Learning code. It will be 12 letters long, with no spaces. This will be shared with you via a phone call or text message. This is a unique code that will be given to parents/carers to be used for sharing work with your teacher and so that your teacher can further support your learning.	4. Type in your Home Learning code. It will be 12 letters long, with no spaces. This will be shared with you via a phone call or text message. This is a unique code that will be given to parents/carers to be used for sharing work with your teacher and so that your teacher can further support your learning.
5. Remember, this code is like a password. Keep it safe! DO NOT SHARE THIS CODE.	5. Remember, this code is like a password. Keep it safe! DO NOT SHARE THIS CODE.
6. Post to your journal by Clicking on the Green Circle with the +Add sign. 	6. Post to your journal, by clicking on the Green Circle with +Add sign. 
7. When you and your parent/carer are happy with your work, click on the Green Circle with the ✓ sign. 	7. When you and your parent/carer are happy with your work, click on the Green Circle with the ✓ sign. 
8. If you misplace the code and need a reminder, or need further support, you can email your class teacher.	8. If you misplace the code and need a reminder, or need further support, you can email your class teacher.

Below are 2 videos to Support parents/carers and children	
How to get started with SeeSaw	https://www.youtube.com/watch?v=Z6cUvkkUp_k
Students post to their Journal in Seesaw	https://www.youtube.com/watch?v=E0izgoGzeaQ