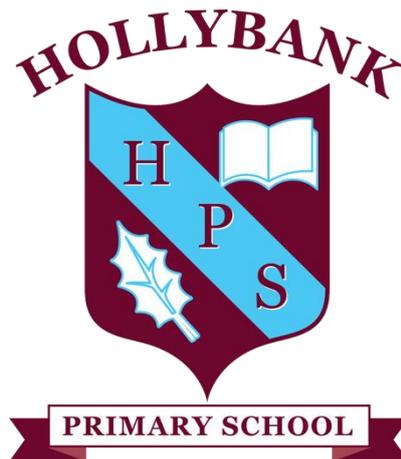# HOLLYBANK PRIMARY SCHOOL

USING SEESAW FOR REMOTE LEARNING POLICY

Date of next policy review	April 2023
Name of person responsible for this policy	N CULBERT
Issued to	Staff, Governors, Parents
Date of issue	April 2021

SEESAW

AIMS:

- To integrate technology into all learning areas and strengthen communication regarding pupil learning between home and school.
- To maintain communication between teachers/pupils/families when school is forced to close.
- Pupils will have safe and secure platform to demonstrate learning
- Pupils will use built-in annotation tools to capture what they know in Seesaw's digital portfolio
- Teachers will gain an insight into student thinking and progress
- Families will connect with their student's learning and engage with school

ICT LINKS:

As part of the Northern Ireland Curriculum the pupils are required to show competence in Using Information, Communication and Technology. The integration of technology into all learning areas, using Seesaw, enables pupils to work towards achieving several of these competencies. Within the ICT (Information Communication Technology) Capabilities it states:

- ✓ **Exchange**
  Pupils should be enabled to communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.'
- ✓ **Evaluate**
  Pupils should be enabled to talk about, review and make improvements to work, reflecting on the process and outcome, and consider the sources and resources used, including safety, reliability and acceptability.'
- ✓ **Exhibit**
  Pupils should be enabled to manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly

SAFEGUARDING:

As Seesaw is an online learning tool we have a duty of care to ensure measures are put in place to Safeguard and protect all users.

Seesaw promises that:

- ✓ they never sell data on student/teacher.
- ✓ they never advertise in Seesaw.
- ✓ they do not own the content added to Seesaw.
- ✓ pupil work is private to the classroom by default.
- ✓ they use the latest security industry best practices to protect users.
- ✓ they are transparent about their practices and will notify users if things change.
- ✓ are compliant with GDPR.

All staff using Seesaw will ensure they:

- ✓ delete the invite email once they have connected to the account
- ✓ share appropriate age relevant teaching and learning activities with their class on a regular basis
- ✓ keep learning in line with the Northern Ireland Curriculum.
- ✓ reply to messages, set work and give feedback on activities during normal teaching hours 8:50am - 3:00pm.
- ✓ have sought all relevant permission, to comply with GDPR, when posting photographs of pupils within their class.
- ✓ use school resources only, to take, record and upload any videos or photographs.
- ✓ have sought relevant copyright permissions, for example, reading a story - permission must be sought from the publisher to record a reading of a whole book.
- ✓ keep their class QR code private and highlight the need for pupils to keep their Home Learning code private.
- ✓ teach pupils E-Safety messages of how to keep safe online - keeping personal details private, not sharing username or passwords, thinking before posting, not posting information/images that they would not want others to know, being respectful of others posts.
- ✓ set pupil permissions to promote digital citizenship
- ✓ use discretion when sharing and approving posts.
- ✓ always use professional language and tone of voice.
- ✓ if recording at home, go on-line from a suitable room in the house and inform others in your house that you are broadcasting on-line.
- ✓ use pupil first names or initials only
- ✓ comply with school policy regarding Seesaw use in the classroom and for Home Learning.

Pupils will ensure they:

- ✓ keep their personal details private including their Home Learning Code.
- ✓ post appropriate material that is relevant to their learning
- ✓ are respectful to others when commenting on posts that have been shared with everyone.
- ✓ send messages, comments, queries that are in relation to tasks set by the teacher or in response to a question the teacher has posed directly.
- ✓ access the material shared by the teacher.
- ✓ do not share anything posted in Seesaw on another social media platform outside of Seesaw. **Screenshots from Seesaw are strictly prohibited.**

Parents will ensure they:

- ✓ support their child's learning through Seesaw
- ✓ encourage their child through positive comments on posts from their child or teacher.
- ✓ do not share anything posted in Seesaw on another social media platform outside of Seesaw. **Screenshots from Seesaw are strictly prohibited.**
- ✓ Know that they can contact their child's class teacher through the Family Seesaw for help and advice.
- ✓ Be aware of the Seesaw usage Policy

The SMT will ensure:
- ✓ adequate training is provided for staff on the use of Seesaw within the classroom and for Home Learning.
- ✓ Using ICT Policy and Seesaw Permission Form are contained in new enrolment pack
- ✓ the Seesaw Policy is available for parents through the school website and posted as a Family Announcement in all classes on Seesaw
- ✓ all staff, parents and pupils comply with the Seesaw Policy

Seesaw will be used in all classes P1- P7. The content of pupils' work and frequency of posting will depend on year level and curriculum. Seesaw will be used to publish items of the following nature to parents:

- ✓ work samples
- ✓ collaborative group activities
- ✓ audio, video and photos of students both at work and of their work.
- ✓ Weekly News

If a teacher has a Safeguarding concern regarding a pupil this must be reported to the Designated Teacher for Child Protection or Deputy Designated Teacher for Child Protection **immediately** and logged in the Online Safety Concern Book which is kept in the Principal's office.

SIGNED BY CHAIR:	DATE:
SIGNED BY PRINCIPAL:	DATE: