



Sandbrook Nursery School

Seesaw Acceptable Use Policy

2020/2021

Statement Of Intent

Sandbrook Nursery School uses the commercial platform Seesaw to allow the school to engage with parents and carers to create a meaningful home-school connection and to communicate with parents/carers so they can better support their child's learning. We hope that by using this app we can include families in the learning process by inviting them to view updates to their child's Seesaw journal. The school recognises the numerous benefits and opportunities which an online communication and learning platform offers. However, there are some risks associated with their use.

This policy sets out clear procedures for how we expect staff and parents/carers to conduct themselves on Seesaw.

1. Legal framework

1.1 This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR) 2018
- Protection of Freedoms Act 2012

1.2 This document operates in conjunction with the following school policies:

- Complaints Procedure Policy
- Social Media Policy
- UICT Policy and E-Safety/Acceptable Use of The Internet Policy
- Anti-Bullying Policy
- Child Protection Policy

2. Roles and responsibilities

2.1 All staff members are responsible for:

- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
- Modelling good online behaviours.
- Maintaining a professional level of conduct in their personal use of technology.
- Having an awareness of online safety issues.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum, appropriate to the age of the children.
- Ensuring consent from parents for the use of Seesaw and photographs of children has been gained.
- Ensuring that all photographs of children uploaded have consent to be used.
- Ensure all families can access Seesaw.
- Ensure that they adhere to the UICT and E-Safety/Acceptable Use of the Internet policy at all times.

2.2 Parents are responsible for:

- Completing a consent form for the use of Seesaw
- Ensuring they have connected to their child's Seesaw account
- Ensuring they regularly check the account for announcements from the class teacher
- Reporting any technical issues to the school as soon as possible.
- Ensuring that home learning codes are kept safely and replacements are requested if lost.
- Ensuring that they only use Seesaw for communication about their child's learning. Any other issues should be directed to the school office email.
- Not sharing images of other children from Seesaw on other social media platforms.

3 Use of the Seesaw Online Learning Journal

3.1 The Seesaw Family app will be used for documenting each child's learning in school and will include items such as:

- Photos
- Drawings
- Notes
- Pdf documents
- Voice recordings
- Videos

4 Communication via Seesaw

4.1 The Seesaw family app will be used a method of communicating with parents. This can be whole class announcements such as reminders, but can also be an individual parent to teacher communication tool.

4.2 Private messages, about an individual child's learning, between a teacher and parent must be conducted via the inbox facility.

4.3 Seesaw is not the place for concerns or complaints to be shared with staff. This should be done via the official school email.

4.4 The school expects parents to use Seesaw for purposes beneficial to the learning of their child and the school, and will not accept any of the following behaviour:

- Sending abusive messages to fellow parents
- Sending abusive messages about members of staff, parents or the school
- Sending abusive messages to members of staff

4.5 Parents should understand that staff can not always reply outside of working hours.

4.6 If parents wish to talk to staff, parents should arrange a meeting with the teacher by emailing the school office.

4.7 Should any problems arise from contact through Seesaw, the school will act quickly by contacting parents directly, to stop any issues continuing.

4.8 If a parent feels that a member of staff has acted inappropriately in their use of the app then they should contact the head teacher to discuss their concerns.

5. Monitoring and review

5.1 This policy will be reviewed in line with any updates to government guidance.

5.2 All changes to the policy will be communicated to relevant members of the school community.