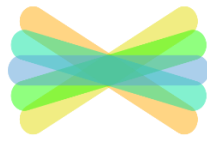




## Seesaw Policy



*Seesaw*

September 2020

At St Mary's Primary School, we strive to integrate technology into all learning areas and strengthen communication regarding student learning between home and school.

Our staff have spent time navigating through Seesaw Class and Seesaw Plus. They have been implementing the app Seesaw Plus in classrooms providing your child with the creative tools to capture and reflect on their learning in real time.

### **What is Seesaw?**

Seesaw is a secure online Learning Journal to record photos, observations and comments, to build up a record of your child's learning experiences, in line with the curriculum expectations, during their time with us. This interactive professional learning portfolio allows us to engage with parents and carers to share information and record the children's learning in and outside of the classroom.

### **How does Seesaw work?**

Seesaw provides each individual child with their own Learning Journal held securely online. Parents and carers are invited to join their child's learning journal via a QR Code or Home Learning Code. Each code is unique to the specified child's journal, only information relating to the child's work will be shared.

All our staff access a secure log-in relevant to their class. They can then upload observations, photos or videos; recording children's achievements and assessing their learning. Children are 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; <https://app.seesaw.me/#/login>

### **Who can access my Child's Learning Journal?**

At school we have access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation or task, their photo may appear in another child's Learning Journal.

## Usage of Seesaw

### *Teachers will:*

- ✓ Ensure they are aware of up to date information regarding child safety, protection in line with GDPR
- ✓ Use student first names only.
- ✓ Use Class Code sign in for students (instead of email/Google sign in)
- ✓ Comply with school policy regarding Seesaw use in the classroom and UICT
- ✓ Teach students behaviours to keep safe online. For example:
- ✓ Keep personal details private
- ✓ Not share user name or passwords
- ✓ Think before posting
- ✓ Not post information/images that is not appropriate or in line with permission
- ✓ Be respectful of other people's content that they post, comment or share.
- ✓ Ensure that the platform is kept professional and act as an extension of the classroom.

### *Students will:*

- ✓ Abide by the schools UICT contract (under review) and Seesaw Policy
- ✓ Be respectful of other children's learning journal
- ✓ Follow teacher led instructions on how to utilize their Seesaw account
- ✓ Follow guidelines outlined by the teacher to ensure safety online. For example:
- ✓ 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 other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.
- ✓ Use the class code to sign in to Seesaw
- ✓ Only use first names when posting items on Seesaw

### *Parents will:*

- ✓ Be familiar with the Seesaw Policy
- ✓ Provide up to date information regarding child
- ✓ Respect the schools use of a professional learning platform
- ✓ Never share your child's home learning code/QR Code on social media
- ✓ Sign the Seesaw Usage Agreement (attached)



28 September 2020

Dear Parent/Carer

I am delighted to share with you that this school year our class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you.

For your child 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), for your child to use Seesaw, the school requires your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

If you **do not wish** your child to enjoy using Seesaw to document and share their learning this year. Please sign and return the slip below to Mr O'Hagan by Friday 2 October 2020.

Yours sincerely

D O'Hagan  
Principal

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**Please sign below and return the form.**

I **do not give consent** for my child, listed below, to use Seesaw for home and class activities.

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_