

Holy Rosary Nursery School

Seesaw Policy



Date ratified: *May 2022*

Date of next review: *Sept 2024*

Statement Of Intent

Holy Rosary 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.

During periods of remote learning, Seesaw will be the platform used to deliver this. 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

This document operates in conjunction with the following school policies:

- Complaints Procedure Policy
- Use of Images Policy
- E-Safety & Acceptable Use Policy
- Anti-Bullying Policy
- Safeguarding and 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 school's Use of Images Policy.
- Ensure that they adhere to the E-Safety & Acceptable Use 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.
- Not sharing any videos of staff or children posted during periods of remote learning with anyone other than immediate family.

3 Use of the Seesaw Online Learning Journal

3.1 The Seesaw 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

It will also be used for remote learning in times of school closures.

(See remote learning policy).

4 Communication via Seesaw

4.1 The Seesaw 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 cannot 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 Principal 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.

Seesaw Agreement

Dear Parents

Next year we will be using "Seesaw", a secure online journal where we can add photos of the things your child is playing with or working on in nursery school. We can share them privately with you to view and comment on throughout the school year.

We also share group photos of children and these are visible to family members of all the children in the photo. **Parents / families may not share these photos with any other family members or friends or online at any time.**

For us to use Seesaw, the app needs your child's name in order to associate their photos with their account. Seesaw only uses this information to provide the service and does not 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 General Data Protection Regulation (GDPR), we, as a school, we must get your consent in order for us to use Seesaw.

We hope that you and your child will enjoy the benefits of using Seesaw to share moments from your child's learning journey next year. Please tick the relevant box in our parental consent form if you agree to us using Seesaw with your child.

Sarah Morrison

Please read accompanying HRNS GDPR Privacy Notice