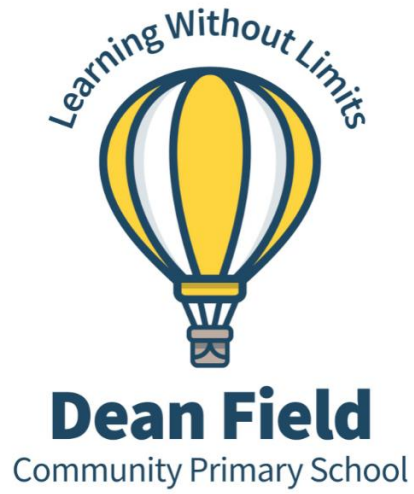


Dean Field School
Seesaw Policy



| Name of Policy Writer/Amendments | Date Written/Amended | Next Review Date |
|---|---------------------------------|-------------------------|
| L Brambani | September 2024 | September 2026 |

Rationale

This policy is to explain the acceptable usage of Seesaw relating to Dean Field Community Primary School for staff, parents/carers, and pupils. The policy will explain the purpose of Seesaw at Dean Field and the benefits of its proper use.

Aims

- To share and celebrate pupils' achievements and learning with families and classmates.
- To demonstrate appropriate use of digital portfolios.
- To increase efficiency of communication with parents/carers.
- To develop and encourage the use of 21st Century technology.

What is Seesaw?

Seesaw is available as an app and online and can be used by teachers, pupils and families. Seesaw is a platform for pupil engagement and is their digital learning journey throughout their time at our school. Teachers can empower pupils to create, reflect, share, and collaborate. Pupils "show what they know" using photos, videos, drawings, text, PDFs, and links. It provides a platform for practising key 21st Century technology skills and builds a strong partnership between home and school.

What are the main purposes of Seesaw at Dean Field Community Primary School?

Seesaw will have two main purposes. Primarily it is used as a digital portfolio of pupils' work. Allowing photographs, drawings, text, videos, and speech to be stored showing a pupil's learning across the curriculum. It allows pupils the opportunity to share examples of their work and give and receive feedback. It will also be used as the main method of communication between home and school. It allows teachers to contact individual parents and carers to share information with families. It replaces the need to send letters home.

Who controls content of Seesaw at Dean Field Community Primary School?

All teachers control their own 'Seesaw Class'. All items being shared on the class account must be approved by the class teacher and he/she will ensure that they are appropriate. The school Seesaw admin (Head Teacher, Deputy Head Teacher and Seesaw Ambassador) can make changes to settings and add staff and students.

What is inappropriate content and how will it be dealt with?

Dean Field Community Primary School deems any of the following as inappropriate:

- Offensive language or remarks.
- Unsuitable content/images posted by students
- Links to unsuitable content/images

Any inappropriate content from parents, carers or pupils will not be approved by the teacher. The pupil, parent or carer will be reminded of the school's internet safety and responsible use policy and be notified that the content is deemed inappropriate. After discussion with senior leadership team, parents / carers may also be blocked from commenting on pupils' work or messaging staff if this is deemed necessary.

Seesaw Guidelines for Staff

- Staff will encourage parents to sign up to Seesaw ensuring that Seesaw family and Seesaw class letters are sent home within a week of new pupils joining a class.
- Staff will ensure that there are regular posts showcasing learning, achievements or experiences. These can be individual posts or may be whole class or group posts.
- Staff will ensure that weekly newsletters and school initiatives are posted on Seesaw via the class journal or school announcement function.
- Throughout a term uploads should include annotated photographs, videos, examples of pupils' written work or art work, group or personal achievements/awards, school outings etc.
- Activities set within Seesaw will be suitably differentiated and include a description of the learning to assist parents in understanding what their child is learning.
- All posts must be approved by the teacher. Please review and evaluate posts before accepting them and provide support to pupils who require help to understand the responsible use of ICT at Dean Field Community Primary School.
- At the start of each school year (or when a new pupil joins) an initial message must be sent to families using the messaging function on Seesaw. This then opens the communication and allows parents/carers the ability to message teachers.
- Messages from parents should be responded to within 24 hours during the working week. There is no expectation that parents should receive a reply from a teacher in the evening or at weekends. Teachers may use the 'out of office' option outside of the 8am-5pm hours to alert parents that their message will be read the next working day.
- If blended learning is required, home learning codes will be provided for pupils and activities will be set within Class Seesaw for completion at home.

Seesaw Guidelines for Parents and Carers

- Parents and carers will sign up to Seesaw using the Seesaw Family and Seesaw Class letters are sent home within a week of your child joining a class.
- Parents to contact the **class teacher/s** in the first instance through the messaging function and not directly onto posts. **Class teachers** are the first point of contact rather than support staff.
- Parents / carers can like, comment on the posts and activities their children have been involved with.
- Parents will check Seesaw regularly for notifications of children's work and up and coming initiatives at school.
- Parents / carers to contact class teachers between 8:00am and 5.00pm in the working week.
- Messages sent over the weekend will be responded to within 24 hours of the next working day. Teachers may not provide an immediate response as they are teaching,

preparing resources or completing CPD on or off site. Teachers will aim to get back to parents / carers within 24 hours.

- Parents / carers will not allow their children to comment on posts or send messages to their class teacher through their parent Seesaw account.
- Parents / Carers will not share images or videos from Seesaw that include anyone else's child due to safeguarding reasons.
- If blended learning is required, parents will support children to use the home learning codes to complete activities on Class Seesaw.

Seesaw Guidelines for Pupils

- Pupils will upload photos, videos, drawing pages and activities as directed by their teacher.
- Pupils will not comment on posts or send messages to teaching staff through their parent / carers account.
- Pupils will use the Class Seesaw account responsibly and only leave respectful and positive comments on their classmates work if the commenting function is allowed.
- If blended learning is required, pupils will use the home learning codes to complete activities on Class Seesaw. Pupils will ask for help and support with this where needed.