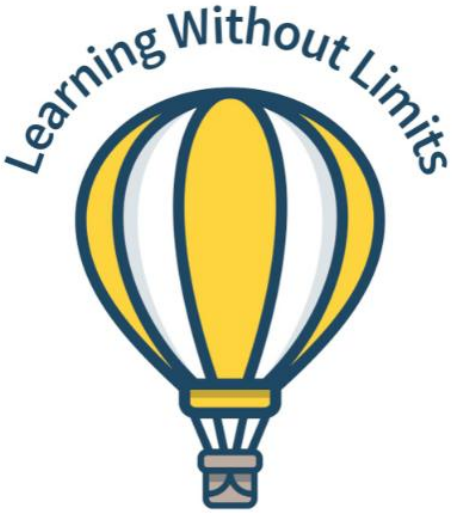
Dean Field School

Seesaw Policy



Dean Field
Community Primary School

Seesaw

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
L Brambani	September 2024	September 2026
L Brambani	September 2026	September 2028

Rationale

This policy sets out the safe, appropriate and effective use of Seesaw at Dean Field Community Primary School by staff, pupils and parents/carers. Seesaw is used to support communication between home and school, celebrate and evidence pupils' learning and provide a digital record of pupils' experiences and achievements. Its use must be consistent with the school's safeguarding, data protection, online safety and acceptable use policies.

Aims

- To share and celebrate pupils' learning, achievements and experiences with families.
- To provide pupils with a safe and purposeful digital portfolio of their learning journey.
- To support effective and appropriate communication between school and parents/carers.
- To develop pupils' digital literacy and responsible use of technology.
- To support positive partnerships between home and school.
- To ensure Seesaw is used safely and in accordance with the school's safeguarding, online safety and data protection procedures..

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 has two main purposes at Dean Field. Firstly, it provides a digital portfolio of pupils' learning and experiences across the curriculum. Photographs, videos, drawings, written work, audio and other appropriate evidence may be uploaded to demonstrate pupils' learning, progress and achievements. Secondly, Seesaw is an important communication tool between home and school, allowing school staff to share relevant information, announcements and updates with families and enabling parents/carers to communicate appropriately with their child's class teacher. Seesaw complements the school's other agreed communication systems and does not replace formal safeguarding, attendance, complaints or emergency procedures.

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

Class teachers are responsible for managing the content within their Seesaw Class and ensuring that posts are appropriate before they are shared. Staff must consider safeguarding, confidentiality, consent and data protection when uploading photographs, videos or information about pupils. School Seesaw administrators, including authorised members of the Senior Leadership Team and designated Seesaw administrators, are

responsible for managing school-level settings, accounts and access. Access must only be provided to authorised users and should be removed promptly when no longer required.

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

Inappropriate content will not be approved and may be removed. Where appropriate, the pupil, parent/carer or member of staff will be reminded of the school's expectations for safe and responsible use. Concerns will be reported to a member of SLT and, where there is a safeguarding concern. The school's safeguarding procedures will be followed and the Designated Safeguarding Lead informed. Access to commenting or messaging may be restricted where 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 appropriately adapted and accessible to pupils, with clear instructions and sufficient information to help pupils and parents/carers understand the intended 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.
- Staff should check Seesaw regularly during the working week and respond to parent/carer messages within a reasonable timeframe, normally within two working days. There is no expectation for staff to monitor or respond to Seesaw messages outside their normal working hours, during weekends or during school holidays. Where a matter is urgent, parents/carers should contact the school office rather than relying on Seesaw messaging.
- 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 must not be used to record or manage safeguarding concerns. Any safeguarding concern arising through Seesaw, including information contained within a message, comment, photograph or pupil post, must be reported immediately in accordance with the school's safeguarding procedures and recorded on the school's agreed safeguarding system where appropriate.

Seesaw Guidelines for Parents and Carers

• Seesaw should not be used to report urgent matters, pupil absence, safeguarding concerns or formal complaints. Parents/carers should use the appropriate school procedures for these matters.

- 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/carers should use the messaging function to contact their child's class teacher in the first instance rather than commenting directly on a pupil post or contacting the school office. Class teachers are the first point of contact for routine classroom matters.
- 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.
- Seesaw should not be used to report urgent matters, pupil absence, safeguarding concerns or formal complaints. Parents/carers should use the appropriate school procedures for these matters.
- Parents/carers may send messages at a time convenient to them; however, there is no expectation that staff will read or respond to messages outside their normal working hours or at weekends. During term time, staff will normally respond within two working days. There is no expectation for staff to monitor or respond to Seesaw messages during school holidays.
- 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 must not download, screenshot, copy or share photographs, videos or other Seesaw content containing other pupils, including sharing content on social media, due to safeguarding and privacy considerations.
- If blended learning is required, parents will support children to use the home learning codes to compete 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.