



# Phoenix Integrated Primary School.

## **Seesaw Policy**

Policy Developed: March 2022

Updated /Reviewed: 11.11.23

Signed:

A handwritten signature in brown ink, reading "L. Simps". The signature is written in a cursive style with a long, sweeping tail.

Chairperson, Board of Governors

## **Purpose**

This Policy has been formulated to provide guidance for staff, parents and pupils around the use of the digital learning platform Seesaw.

Due to the school closures brought about by the Covid-19 pandemic from March to June 2020 it became necessary for schools to provide materials for pupils to continue with their education outside of the normal classroom setting.

As part of the 'Restart to Education' program developed by Department for Education Northern Ireland (DENI) guidance material was issued surround the provision of 'Blended' learning, through the Guidance for Schools on Supporting Remote Learning DENI Circular 2020/05.

Blended Learning is 'An approach to education whereby schools will combine classroom based teaching and learning methods within school, with a range of remote learning in order to deliver the Northern Ireland Curriculum.' DENI Circular 2020/06

DENI Circular 2020/05 encourages schools to use digital learning platforms as a way of disseminating learning tasks to pupils as well as keeping in touch with pupils and parents regarding learning and support. The Department of Education NI state that

'There are many ways to blend face-to-face classroom time and out of class learning. There is no prescribed, one size fits all approach. The Department appreciates that the nature of provision will vary across schools who need the flexibility to plan and provide a blended learning approach that is suitable for their particular circumstances.' DENI Circular 2020/06

Upon careful consideration of two of the available platforms (Google Classroom and Seesaw) teaching staff of Phoenix Integrated Primary School decided that they would make use of Seesaw to provide 'Blended Learning' and a means of communicating with parents and pupils commencing at the beginning of the Academic Year 2020/2021. Teachers were mindful of the need to select a platform which was user friendly for all stakeholders: pupils, parents and teachers. They also carefully considered the availability of technology within family homes and how this may impact upon the ability to access and complete tasks.

## **What is Seesaw?**

Seesaw is an app where pupils, parents and teachers can share work and announcements/information in a safe, secure and private social network environment. Seesaw provides a safe digital learning 'Journal' in which children can document their learning by adding entries such as photographs, videos, drawings and notes to show what they are learning in class and at home as part of home learning activities or indeed 'Blended Learning'. Seesaw creates a triangle of communication between teachers, pupils and parents through the use of two apps/programs: Seesaw Class and Seesaw Family. Furthermore, it encourages digital citizenship by showing how technology can be used in a safe and creative way.

## **How does Seesaw work?**

Seesaw is made up of one website and two apps.

### **The Class App**

- Teacher posts work/activities for pupils to complete
- Pupil posts work for their teacher to view or comment upon
- Teacher and pupil can communicate through the app
- Privacy settings can be adjusted to allow children to view their whole class' work or just their own personal work

### **The Family App**

- Allows parents or those whose parents/guardians grant access to, to view the pupils work or journal
- Allows parents/guardians and teacher to communicate through a private messenger or mail
- Gives notifications when content has been added or commented upon in the class app

### **The Seesaw Website**

- This is the website version of the two apps. If accessed via the pupil or teacher setting this brings to the Class and from parent to the Family side respectively.

Access to Seesaw is gained through unique passwords and QR codes which make it a secure platform for blended learning and communication with pupils and parents. The family app requires parents/guardians to provide an email address and to verify their identity through a secure link sent to this address.

## **How will Seesaw be used in Phoenix Integrated Primary School?**

Seesaw is a new feature in our teaching and learning toolkit here in Phoenix Integrated Primary School and one which we expect to grow and evolve over time as our experience and knowledge develops. Initially we envisage Seesaw to be used for the following purposes, however this is not an exhaustive list.

- As a means of providing 'Blended learning' post Covid-19
- Setting and completing home learning/homework activities
- Communication with parents/guardians surrounding important class announcements or information e.g. issuing reminders about special events, payment of trip money or school closures/holidays.

- Enhance pupil's ICT skills and engagement with technology through creating and showcasing work in a digital platform

### **Guidelines and Acceptable Use of Seesaw**

Seesaw falls under the remit of 'The ICT Acceptable Use Agreement as part of the Phoenix Integrated Primary School ICT Policy' however there are a number of specific guidelines which should be adhered to by pupils, teachers and parents.

- Teachers will only reply to 'messages' through the Family App within office hours of 8.30am to 4.30pm and will do so at their earliest convenience
- Pupils should be encouraged to complete tasks on Seesaw to the same standard as conventional/traditional classwork or homework tasks.
- Parents/Guardians must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
- All communication should be professional. should a parent have any issues of complaints they must continue to follow the Complaints Procedure as stated in the Complaints Policy.
  
- If any parent is found in breach of these guidelines and acceptable use of Seesaw, they will be contacted by the Principal and if continued misuse occurs their ability to message teachers will be disabled.

## **Seesaw Permission Form & Acceptable Use Guidelines**

Dear Parents:

In Phoenix Integrated Primary School we are using Seesaw (<http://seesaw.me>), a secure online journal where pupils can document and reflect on what they are learning in class using the Seesaw Class App and/or the Seesaw website. Your child will be able to add work (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you to view and comment on throughout the school year.

Using the Seesaw Family App; as parents you can view your child's own work, receive notifications about school events and contact your child's class teacher with reference to any school or pastoral related issues directly through a messenger feature.

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

On occasion we may create pictures or videos to show some of the activities that we have been doing in groups or as a whole class. These pictures and videos would be included in the learning journal of each child involved in the activity and sent to parents to share the learning.

Our Seesaw Policy, outlines our Guidelines and acceptable use of Seesaw as follows:

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- If any parent is found in breach of these guidelines and acceptable use of Seesaw, they will be contacted by the Principal and if continued misuse occurs their ability to message teachers will be disabled.

We hope that your child will enjoy using Seesaw to document and share their learning. Please complete and return the attached permission slip so that your child can use Seesaw.

### **SEESAW PERMISSION FORM**

**Please sign below and return the form to your child’s class teacher.**

I give consent for my child, named below, to use Seesaw for learning activities set by Phoenix Integrated Primary School.

The following permissions will be taken as valid for the duration of your child attending Phoenix Integrated Primary School.

Any changes to these permissions should be emailed to the Principal.

I have read and understood the Guidelines and Acceptable Use of Seesaw

I give consent for my child, listed below, to be included in Seesaw for **individual** photos or videos    Yes/No

I give consent for my child, listed below, to be included in Seesaw for **group** photos or videos    Yes/No

Child’s Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_