



Seesaw Policy 2023



Rationale

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

Aims

- To share and celebrate students' achievements and learning with families.
- 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, students and families. Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "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 West Kilbride Primary?

Seesaw will have two main purposes. Primarily it is used as a digital portfolio of students' work. Allowing photographs, drawings, text, videos, and speech to be stored showing a student's learning across the curriculum. It allows students the opportunity to share examples of their work and give and receive feedback.

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Each child has the right to an education.

It will also be used as the main method of communication between home and school. It allows teachers to contact individual parents and SMT to share information with families. It replaces the need to send letters home.

Who controls content of Seesaw?

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 (SLT) can make changes to settings and add staff and students.

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

West Kilbride 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 students will not be approved by the teacher and the pupil will be reminded of the school's internet safety and responsible use policy.

Any inappropriate content from parents will not be approved by the teacher and the parent will be notified that the content is deemed inappropriate.

Seesaw Guidelines for Staff

- There will be a minimum of one posts per week showcasing learning, achievements or experiences per child. These can be individual posts or may be whole class or group posts. Throughout a term uploads should include annotated photographs, videos, examples of students' written work or art work, group or personal achievements/awards, school outings etc. Pupils can also be involved in uploading this work.
- Staff will ensure that there is a minimum of one photo per child each week. This can be individual, group or class.
- 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 West Kilbride Primary School.

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- Infant teachers will upload a picture daily of the Superhero of the Day.
- Upper teachers will upload a picture of their Shining Star Award each week. This picture should be of the child holding the certificate and the trophy.
- 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. Parents will be given information regarding what this platform is to be used for. It is not to be used to share information which would normally be shared with the office e.g. absences or changes to school pick-ups.
- Messages from parents should be responded to within 48 hours during the working week. There is no expectation that parents should receive a reply from a teacher out with the hours of 8.30am to 9.00am to 3.00pm to 4.30pm. Messages should only be responded to within those time.

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