



Braehead Primary School

Early Years Centre

Seesaw Policy

2020/21



## **Rationale**

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

## **Aims**

- To share and celebrate students' achievements and learning with families and classmates.
- To demonstrate appropriate use of digital learning journeys..
- To increase efficiency of communication with parents/carers.
- To share and store developmental milestone data.
- To develop and encourage the use of 21<sup>st</sup> 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 21<sup>st</sup> Century technology skills and builds a strong partnership between home and school.

## **What are the main purposes of Seesaw at Braehead Primary?**

Seesaw will have two main purposes. Primarily it is used as a digital learning journey 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.

Seesaw provides opportunities for family learning by allowing pupils and parents to collaborate on a variety of activities and experiences.

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

## **Who controls content of Seesaw at Braehead?**

All staff are responsible for uploading for their key group. The senior EYP, class teacher and SMT will also contribute. All staff within the EYC can and will upload for all children in the centre, not just those in their key group. All items being shared on the class account must be approved by the key worker/senior EYP and he/she will ensure that they are appropriate. The school Seesaw admin (Depute 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?**

Braehead Primary School and Early Years Centre 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. Further sanctions may be put in place at the discretion of the SMT.

Any inappropriate content from parents will not be approved by staff and the parent will be notified that the content is deemed inappropriate. After discussion with SMT parents 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 joining letters are sent home within a week of new pupils joining a class.
- Keyworkers will ensure that there are a minimum of three posts per week for each child, showcasing learning, achievements or experiences. These can be individual posts or may be whole group posts. The senior EYP will also post twice weekly group time 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. The senior EYP is also available to contact via Seesaw.
- Key workers should tag activities into the appropriate curricular area/skills evidenced folder.
- SHANARRI stickers should be added to posts if and when appropriate. Pupils should have SHANARRI indicator stickers on at least one post per week.
- Activities set within Seesaw will be suitably differentiated and include a learning intention and success criteria to assist parents in understanding what their child is learning. Any activities copied from the school or community library will be checked for appropriateness and to ensure that links are still valid.
- All posts must be approved by the keyworker. Please review and evaluate posts before accepting them and provide support to pupils who require help to understand the responsible use of ICT at Braehead.
- Seesaw will be used to showcase a digital learning journey within Braehead EYC. Developmental Milestones will be tracked within Seesaw, Parents will be able to see DM progress with the addition of DM in progress and DM achieved stickers. These should be added to every bit of DM evidence.
- Care plan targets will be tracked within Seesaw. Parents will be able to see care plan target progress with the addition of Care Plan Target in Progress and Care Plan Target Achieved stickers. These should be added to every piece of care plan target evidence.
- 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 staff.
- 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.
- Seesaw will be used to share home learning with pupils and parents/carers. Home learning task will be released on Seesaw on a Friday morning.

- All staff are responsible for commenting on pupils' work with evaluative feedback. This includes both voice recorded comments and written comments.