



## Rationale

This policy is to explain the acceptable usage of Seesaw relating to Braehead Primary School 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 portfolios.
- To increase efficiency of communication with parents/carers.
- 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 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.

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 at Braehead?

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 (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 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 teacher or SMT.

Any inappropriate content from parents will not be approved by the teacher 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.
- Staff will ensure that there are a minimum of two posts per week showcasing learning, achievements or experiences. 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.
- 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 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 Braehead.
- Seesaw will be used for target setting during the 2020/21 academic year. Pupils will display their learning targets in Literacy, Maths and Health and Wellbeing and include evidence of their achievements against these targets.
- 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.
- If blended learning is required then home learning codes will be provided for students and activities will be set within Seesaw for completion at home.