



Biggar Primary School

Evisense Policy

2023/2024



Rationale

This policy is to explain the acceptable usage of Evisense relating to Biggar Primary School for staff, parents/carers, and pupils. The policy will explain the purpose of Evisense at Biggar 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 and create a meaningful home-school connection, including families in the learning process by inviting them to view updates to their child's learning.
- To develop and encourage the use of 21st Century technology.

What is Evisense?

Evisense is available as an app and online and can be used by teachers and families. Teachers can encourage digital citizenship and empower students to create, reflect and share. Students "show what they know" using photos or videos. It provides a platform for practising key 21st Century technology skills and builds a strong partnership between home and school.

How does Evisense work?

Seesaw is made up of one website and one app.

The Evisense App

- Allows parents or those whose parents/guardians grant access to, to view only their child's work or journal
- Allows parents/guardians and teacher to communicate
- Gives notifications when content has been added or commented upon.

The Evisense website

- Allows you to do and see all that the app does but you will not receive notifications on this.

Access to Evisense is gained through unique passwords which make it a secure platform for use in school and at home and communication with pupils and parents. The app requires parents/guardians to provide an email address and to verify their identity through a secure link sent to this address.

What are the main purposes of Evisense at Biggar Primary?

- 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 a method for target setting. Pupils will display their learning targets in Literacy, Maths and Health and Wellbeing and include evidence of their achievements against these targets. Parents will be encouraged to work on their child's targets at home.
- It will also be used as the main method of communication between home and school. It allows teachers to contact individual parents and for class teachers as well as SMT to share information/reminders with families. It replaces the need to send letters home.

Who controls content of Evisense at Biggar?

All teachers control their own class. All items being shared on the class account must be approved by the class teacher and they will ensure that they are appropriate. The school Evisense administrator can make changes to settings and add/remove staff and students.

Any inappropriate content from student/parents will not be approved and the individual will be reminded of the school's internet safety and responsible use policy. Further sanctions may be deemed necessary. Parents may also be blocked from commenting on pupils' work or messaging staff if this is deemed necessary.

Our Expectations

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

Families/pupils

- Should a family member have any issues of complaints they must continue to follow the complaints procedure and contact the school office. They should not use Evisense for this.
- Should a family need to inform the school on changes throughout the school day (for example, who is collecting their child) they should send this via Evisense before the school day or contact the office within school times as the class teacher may not read the message until after 3pm.
- Parents/carers should not share images of other children from Evisense on other social media platforms.

- The Class teacher and/or SMT have the right to block families (following inappropriate content) from commenting on pupils' work or messaging staff if this is deemed necessary.
- Evisense will be used for target setting. Pupils will display their learning targets in Literacy, Maths and Health and Wellbeing and include evidence of their achievements against these targets.

Staff

- Teachers will only reply to 'messages' within office hours of **8.30am and 5pm** and will do so at their earliest convenience. Teachers have the choice if they are willing to message later than this, but this is not expected.
- 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 photographs, videos, examples of students' written work or artwork, group or personal achievements/awards, school outings etc.
- All posts must be approved by the teacher. They will review and evaluate posts before accepting them and provide support to pupils who require help to understand the responsible use of ICT at Biggar.