



Garelochhead Primary ELC

Seesaw Policy

Rationale

This policy sets out the expectations for acceptable usage of Seesaw relating to Garelochhead ELC for staff, parents/carers and children. The policy will explain the purpose of Seesaw and associated benefits arising from effective use.

Aims

- To share and celebrate a child's learning and achievements with parents/carers.
- To demonstrate appropriate use of digital portfolios.
- To encourage and further develop partnerships with parents/carers in their child's learning journey.
- To develop independent use of technology within the classroom setting.

What is Seesaw?

Seesaw is an app where children, parents/carers and Childcare and Education Workers (CCEWs) 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 the ELC. Seesaw creates a triangulation of communication between CCEWs, children and parents/carers through the sharing of the learning journey. Furthermore, it encourages digital citizenship by showing how technology can be used in a safe and creative way. CCEWs can empower children to create, reflect, share, and collaborate. It provides a platform for practising key 21st Century technology skills and builds a strong partnership between home and ELC.

How does Seesaw work?

Seesaw is made up of one website and an app.

Seesaw Class App

- CCEW posts work/activities for children to complete.
- Children post work for their CCEW to view or comment upon (with increasing independence)
- Allows parents/carers or those who parents/carers grant access to, to view the child's work or journal

- Gives notifications when content has been added or commented upon in the class app.

The Seesaw Website

This is the website version of the app. Access to Seesaw is gained through unique passwords and QR codes which make it a secure platform for learning and communication with children and parents/carers. The family app requires parents/carers to provide an email address and to verify their identity through a secure link sent to this address.

How is Seesaw used at Garelochhead Primary School?

- Communication of ELC specific information via parent announcement function e.g. reminder of special event.
- Enhance children's IT skills and engagement with technology through creating and showcasing work in a digital platform. It allows photographs, drawings, text, videos, and speech to be stored, evidencing learning across the curriculum.
- Provide a digital record of a child's experiences over the course of an academic session. On a weekly basis, at least 2 items will be shared per child. Item shared will note the learning taking place at the time.
- Provide an opportunity for children, parents/carers and staff to give and receive feedback on photographs shared.

Who controls content of Seesaw at Garelochhead Primary School?

All CCEWs control our ELC 'Seesaw Class'. All staff are responsible for ensuring the minimal number of uploads is met for their key group. All staff can contribute to all learning journals. All items being shared on the class account must be approved by a CCEW and he/she will ensure that they are appropriate. The Lead Practitioner will also contribute. The ELC Seesaw Administrator (Amanda Muir) can make changes to settings, add staff and add new children. Parents and Carers are able to access our Authority Seesaw Privacy Notice V7.0 on our School Website. A copy will also be sent to families upon their child being added to Seesaw.

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

Garelochhead ELC deems any of the following as inappropriate:

- Offensive language or remarks.
- Unsuitable content/images posted by pupils
- Links to unsuitable content/images Any inappropriate content from children will not be approved by a CCEW and the child will be reminded of the Authority's internet safety and acceptable use policy. Further sanctions may be put in place at the discretion of the CCEW/Lead Practitioner and Senior Leadership Team. Any inappropriate content from

parents/carers will not be approved by any member of staff and the parent will be notified that the content is deemed inappropriate. After discussion with the Senior Leadership Team, parents may also be blocked from commenting on their child's work if this is deemed necessary.

Seesaw Guidelines for Staff

Staff will encourage parents/carers to sign up to Seesaw, ensuring that joining letters are sent home within a week of new child joining our ELC.

Staff will ensure that there are a minimum of two posts per week showcasing learning, achievements or experiences.

Throughout a term, uploads should include annotated photographs, videos, examples of activities, personal achievements/awards, ELC outings etc.

All posts/comments must be approved by a CCEW/Lead Practitioner.

Seesaw will be used for sharing targets during the academic year. Pupils will share their learning targets in Literacy, Numeracy/Mathematics and Health and Wellbeing, and include evidence of their achievements against these targets.

The Lead Practitioner is responsible for removing children who have left our ELC.

CCEW/Lead Practitioner should ensure they are approving the correct pupil/parent link.

CCEWs should be considerate of other children's work/photographs appearing in pictures shared online and this should be minimised where possible.

There should be no group posts. Posts should be uploaded individually.

Staff **must** set "families can share posts" to "Disabled".

All staff using Seesaw must read and adhere to Seesaw GDPR Guidance V7.0.