

Policy for the appropriate use of Seesaw at Longstone CE (VA) Primary School.

This is a sub-policy of the *Acceptable use of IT, the internet and electronic communication policy* and the two policies should be read together.

At Longstone CE (VA) Primary School, Seesaw is provided as an online learning platform for teachers, students and parents (Family app). It allows students to engage with learning materials by having them submit creative content to the platform and build their own digital learning journal.

Seesaw is to be used in the following ways:

Members of staff:

- Uploading photos taken as a record of activities in lessons and subjects where work is not recorded in an exercise or sketch book
- EYFS: as a visual learning journey to mark key learning points and activities throughout the school week. Photos are posted to share key learning milestones with parents.
- Photos of in-school performances
- Photos of sporting activities in-school
- Photos of off-site activities arranged by the school (including off-site sports events)
- Setting activities for children to complete online (classwork and homework)
- Communication with parents about in-school events using the 'Announcement' feature in the 'Messages' section when Parent Hub isn't available. Other aspects of the Messages system will be deactivated
- Will inform TR if something different to the above occurs.

All photos taken by staff must be in accordance with the *Acceptable use of IT, the internet and electronic communication policy – June 2022* document. To quote:

Staff will not use personal devices:

- *To take photos or videos of learners and will only use work-provided equipment for this purpose, unless authorised in writing by the headteacher, for specific purposes.*

Children:

- Uploading photos taken as a record of practical activities in lessons and subjects where work is not recorded in an exercise or sketch book
- Responding to activities set

Parents:

- Viewing their child's/children's journal(s) on the Seesaw Family app
- Assisting children to upload responses to activities set by the teacher (only children's work can be put on the Journal. Anything deemed not to be a child's work will be deleted)

Additional information:

Seesaw does not replace exercise books nor does it duplicate work that is in books. Seesaw works in parallel with books to build a journal of evidence of children's learning in school. When viewed together, exercise books and Seesaw complement one another in showing children's progress.

Seesaw is not a social media platform and cannot be used to keep a record of activities that have taken place outside of school hours and not arranged by the school. It is not a platform for users to share photos of non-school related events.

In the event that posts are deemed to be in breach of the policy, they will be deleted and the appropriate elements of the *Acceptable use of IT, the internet and electronic communication policy* will be applied.