Acceptable Use of See Saw

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Policy for Acceptable Use of See Saw App

1. Introduction

At Garvagh Primary School we are constantly looking to improve home communication and share the learning. As part of this we are developing electronic profiling and will be using the Seesaw app within the classroom to create a snap-shot of children's learning, particularly in Foundation Stage where there is less formal recording of work. Seesaw is a platform that allows schools and pupils to engage with parents and carers to create an online environment which:

- empowers pupils to take ownership of their learning and to reflect on their progress over time.

- gives pupils tools to show what they know in the way that works best for them.

- inspires pupils to try their best by providing an audience for their work beyond the classroom.

- creates a meaningful home-school connection so that parents and carers can better support their child's learning.

2. Legal requirements

Under General Data Protection Regulation (GDPR), in order for a child to use Seesaw, Garvagh Primary School has to obtain your consent. In signing a consent form parents/carers are allowing the app to use their child's name in in order to be able to associate work like photographic evidence of work, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. Further information about their strong privacy promises can be found online at https://web.seesaw.me/privacy. It is the parent's responsibility to read this privacy policy and on returning the permission slip to school it is assumed that this has been read.

Once consent has been received by a parent the teacher will then set up their Seesaw account for their class and follow the guidelines and instructions given by the school.

3. Operation and Use of the App

At Garvagh Primary School, pupils and teachers will then add examples of learning, like photos, videos, or drawings and pupils can also add voice, text or drawing annotations to an item.

Teachers will approve new journal items uploaded by pupils which can then be shared with parents and carers via the app. Teachers may also use Seesaw to post homework reminders, spelling words, useful web-links or to message parents about whole class reminders.

Over time, Seesaw builds an organised, digital portfolio of each student's learning, accessible via iOS app or on the web. It is not shared with anyone else as each child has their own individual unique journal.

4. Appropriate Use and Conduct

Garvagh Primary School staff will not respond to external messages from parents/carers sent through See-saw that are not connected with their pupils' work. Teachers will not be expected to respond to See-Saw submissions outside of their normal school hours. All communication regarding whole-school matters continue to be carried out via the school office.

Parents, pupils and staff are expected to govern their use of the app appropriately as outlined in the school's 'Acceptable Use of the Internet and Digital Technologies Policy'. A copy of this is available on request from the office.

Reviewed: September 2020

Appendix: Sample letter requesting permission to use the app for school purposes

Dear Parent/Guardian,

I am delighted to share with you that this school year our class will be using Seesaw (http://seesaw.me), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: https://web.seesaw.me/privacy.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

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Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____   Date: _____