Seesaw Policy and Code of Conduct
Falconer's Hill Infant School

Falconer's Hill Infant School launched the use of Seesaw as an online learning and communication platform in September 2021 for all classes. We use Seesaw, as we have found it to be a powerful and user-friendly platform that has proved popular with children, families and staff.

Seesaw is app-based technology which allows:

- Teachers to find and create activities to share with students
- Teachers to share and evidence learning in school through photographs and videos
- Teachers to provide feedback on the children's learning
- Students to use creative tools to take pictures, draw, record and more to capture learning in a portfolio.
- Families see their child's work and leave comments and encouragement.
- Teachers and families communicate effectively via the private messaging function to support learning
- Children's learning to be celebrated
- All families have access to their child's learning, posts can be translated into 55 languages, supporting our families with EAL

The system in our school has been set up centrally, ensuring appropriate accountability and safeguarding procedures are in place. Whilst each teacher will moderate and manage their respective classes on Seesaw, senior leaders have access and will maintain an overview of the whole school.

Parents are required to return their consent for use of the platform by themselves and their child.

Unique invite codes will then be sent out via email, with accompanying links to 'how-to' guides for setting up the Seesaw Class app for children, and Seesaw Family app for parents.
https://web.seesaw.me/platforms

Seesaw will be used on a daily basis during school hours, teachers will respond to any private inbox messages from parents as soon as possible during normal working hours (approx. 8.30am- 5pm) Monday -Friday. Any contact outside of these hours will be responded to the next working day. This private messaging function will only be used to communicate with teachers about teaching and learning and must not be used to replace communication with the school office e.g. to report absence etc.
Any contact outside of these hours will be responded to the next working day. Although all content will be viewed in order to approve it, it is unrealistic for teachers to make comments on everything that is posted. General feedback may be given on specific learning activities, alongside directed words of encouragement and support.

We recognise that not everyone will have access to the same types of technology or the resources to print from a computer. Pupils may complete activities in whatever ways work best in their situation,

including simple note making with paper and pen from online viewing. Evidence of learning can be sent typed, screenshot, photographed or uploaded in any other creative means.

Seesaw code of conduct

In order to use Seesaw safely and effectively to support learning, please adhere to the follow:

- Keep login details, including invite codes, private and secure.
- Only allow the named individual to use each profile.
- When making posts and comments, please do so politely and respectfully, in accordance with our school values and behavior policy. This is not a platform to share your political, social opinions.
- Be aware of what you are saying and to who – check the ID labels (top left) to inform you about who can see each post.
- Keep comments relevant to the initial post they relate to – do not use the platform for general discussion about things unrelated to our school and the directed learning.

- Check the suitability of posts before uploading, making sure it does not contain any personal information, such as your address or contact details. *(Consider carefully what is in the background of any photo.)*
- Pupils should check permission with their parents before uploading documents/files
- Parents and carers are not permitted to share images shared on Seesaw via any form of social media
- Seesaw inbox messaging is not a replacement of absence notes: an email or telephone call is required
- Enquiries about classroom or playground incidents must be communicated with school in the usual way not Via Seesaw
- If concerns are raised on Seesaw, teachers will arrange a conversation with you regarding these, either via phone call or in person to ensure these can be addressed swiftly.
- Seesaw is not a replacement for Parent-Teacher meetings
- Complaints must be communicated with school in the usual way, not via Seesaw

Our main priority at school is the education, wellbeing and safeguarding of every child**.**

Seesaw is a fantastic tool that allows us to share the wonderful learning taking place in school, celebrate children's achievements and maintain communication with class teachers.

However, please remember that teachers are teaching and supporting children throughout the school day. They may not be able to view or respond to Seesaw messages immediately, and sending a message does not guarantee that it will be seen straight away.

If you have an urgent message that needs to be shared with your child's class teacher during the school day, please contact the school office by telephone. This will ensure that your message is received and passed on promptly.

School Trips

- Teachers may use the whole class announcement feature whilst children are on school trips to share information with all parents.
- Teachers will not respond to individual parent messages or send individual parent messages whilst on school trips. If parents have any questions whilst children are on residential trips these should be directed via the school office via a phone call.

If you have questions or concerns relating to the Seesaw platform, please contact the school office by emailing: admin@fhis.inmat.org.uk

Acceptable use

- This policy should be read in conjunction with our E-Safety Policy.

- Parents and Carers are expected to follow the usual Code for Conduct when communicating with school. Pupils and Parents will be expected to use appropriate language and show behaviours when using Seesaw. If there is inappropriate or misuse of the Seesaw, the Head teacher will be informed, and the school has the right to terminate use of Seesaw with individuals or the whole school community.
- Teachers will use Class Seesaw on their school tablet and school laptop and not on their personal devices.

A Guide to the Sharing of Learning using Seesaw for parents and families

Teachers may post learning on Seesaw in 1 of 3 ways:

1. Teachers may share an announcement of learning. This is like an email message contained in the Seesaw inbox. Pupils can view these messages only, while parents have the facility to send messages in reply.
2. Teachers may post work for pupils on the class journal. Pupils can make short comments on this post in response or create their own posts, described below, to include additional detail or upload documents.
3. Teachers may set learning as activities within the activities tab.

Pupils may post a response to learning set by their teacher using the big green +Add button found on the journal page. They have options to take a photo, draw a picture, write a note, record video, attach files or add an online link. This content is then shared with their teacher and can be viewed by their parents through the linked family account.

Pupils may also respond to learning activities set in the Activities tab, responding at the bottom of the instruction page using the green +Add button in the same way as described above.

If a parent has an **individual query** about their child's learning, they have the facility to message teachers through their **family account** and can include attachments of learning. This will not be shared publicly.

Understanding who sees what posts

When pupils make new posts, they are shared only with their teacher and family and will be labelled with just the name of the pupil alongside it.

When teachers make posts, they may select to share it with individuals, groups of children or everyone in the class. Each post is labelled alongside it at the top left with whoever can see it, with the class name/icon indicating it has been shared with everyone. Any comments made underneath these posts can also be viewed by all pupils that the post is shared with and their assigned family.

Parents can also add comments to their child's posts. Teachers see a list of which parents have viewed posts.

Individual posts can have their settings changed to make them available for everyone in the class to see. Teachers may choose to do this as a way of sharing good examples of learning that have been sent to them.