



Knockevin Special School Seesaw Policy for Parents 2020/21

*'All children have the **right to an education**'...Articles 23, 28 & 29, UN CRC*

*'Education must develop every child's **personality, talents and abilities to the full**'...Article 29, UN CRC*

Updated January 2021 To be reviewed October 2022

Written by R Loughran 22.01.19

The aim of this policy is to ensure that all parents and members of our school community understand how SeeSaw should be used in school.

SeeSaw is a secure online learning journal which is used to record photographs, observations and comments. The system allows us to share this information with parents, carers and families.

Aim and purpose

SeeSaw is used at Knockevin School with the following aims and purposes:

- To give parents, carers and families daily updates about what their child is learning and doing in school, therefore involving them further in the life of the school.
- To support and encourage parents, carers and families to discuss their child's learning with them at home, or to send suggestions for home learning activities, therefore extending learning opportunities for children.
- To support periods of extended remote or blended learning – see remote learning policy for further detail.

Note that SeeSaw is usually not used to send urgent information e.g. an injury a pupil has sustained at school, as phone calls are more immediate and allow teachers to ensure the information has been received.

Parental consent

We will only use SeeSaw with children if we have their parent or carer's consent. When we begin using SeeSaw with a class we write to parents informing them about it, and how we will use it. We also seek permission to use SeeSaw on an annual basis. If parents or carers do not give us their consent, we do not use SeeSaw for their child. We will endeavour to ensure important information such as permission forms are sent via printed letter as an alternative but would encourage parents and carers to use SeeSaw to receive daily updates on their child.

We will also ask parents for permission to use their child's image or name in other children's learning journals. Sometimes a teacher will take a photograph of or record a comment about several children working together in order to illustrate a key achievement. We will not use photographs like this, or make comments about these situations, unless we have permission to do so from the parents or carers of all children involved. Note that the vast majority of the time, photographs and videos will be only of one specific child (the child whose SeeSaw account it is sent to) or they will be the main focus.

Teachers seeking to send whole class photos or video should first consult with the Principal / Vice-Principal and ensure they seek relevant permissions from parents/carers.

Privacy and access

Staff, parents and carers all have a secure log in to SeeSaw. We will only provide QR codes to parents or carers (those with parental responsibility). Parents or carers can choose to share a child's log in details with extended family if they wish.

Children's information is not accessible by anyone without a log-in code. Journal content is encrypted at rest, and held securely by SeeSaw, a US company. SeeSaw complies with the EU-US privacy shield framework (an agreement between the US and EU that provides companies on both sides of the Atlantic with a mechanism to comply with data protection requirements when transferring personal data from the EU to the US) and is GDPR compliant.

At the beginning of each academic year, a new SeeSaw account is established for each class and the previous year's accounts are archived and no longer accessible. This ensures that staff only have access to information regarding the pupils they currently teach.

SeeSaw's privacy policy commits to the following principles:

- *We don't own the content you provide – students and their schools do.*
- *Student work is private to the classroom by default. Teachers control what is shared and with whom.*
- *We don't advertise in Seesaw, create student profiles or sell any user data.*
- *We use security industry best practices and routinely monitor our systems to protect you.*
- *We are transparent about our practices and will notify you if things change.*
- *We are GDPR compliant.*

[the complete policy can be found at <https://web.seesaw.me/privacy-policy/>]

Ways of working

- All staff keep their SeeSaw log in codes securely.
- School staff welcome relevant information from home including notes on homework completed, achievements at home and information that may affect a pupil's presentation in school such as the amount of sleep they have had. SeeSaw messages will usually be accessed before pupil arrival. Parents are made aware that **SeeSaw cannot always be accessed** e.g. where a teacher is absent or is unable to log on for another reason, so any urgent messages such as a change to home transport arrangements should be communicated via a phone call
- Class teachers will usually send daily updates to the parent/carer of each pupil towards / at the end of the school day. This will be a general message regarding the subjects taught and content covered in class. They may also add information specific to individual pupils such as an achievement or a note on intimate care that has been provided
- It is recognised that there will be occasions where a teacher is unable to send a daily SeeSaw message home to pupils. In these instances they will phone individual parents if there is any important information that needs to be shared that day and will update all others the following day – **daily SeeSaw messages are what we aim towards but this may not always be achieved due to exceptional circumstances in school**
- We recognise that parents and carers enjoy receiving photographs and video of their child in school and that this is often the best way to illustrate activities and progress. We endeavour to ensure that photos or videos are sent each half-term but would highlight the fact that

staff have other priorities and cannot guarantee the quantity of photographs sent. It is also noted that while SeeSaw is used to communicate with parents and carers about achievements, every pupil also has a profile in the 'Evidence Me' app and this is the main location for storage of their ongoing records including photos and videos that form part of their evidence of learning

- Staff will only approve posts or comments from parents or pupils in their own class.
- All staff will either set up their class so that they post under their own name, or put their initials at the end of their post, so that parents can see which member of staff is making the comment (this applies to job-share teaching arrangements).
- Staff will endeavour to write and respond to parents and carers between the hours of 9am and 3.30 pm, except in exceptional circumstances. Staff should refrain from using the app as an instant messaging service and **must never use SeeSaw to communicate with parents/carers outside working hours.**
- Staff should only use EA approved equipment to access Seesaw and should not use the app from personal devices.
- Staff will ensure that communication is clear and professional. They will not use slang or emojis
- **Parents should ensure that their communication to class teachers is appropriate and respectful.** They should **refrain from excessive use of the app** (e.g. sending multiple messages every day) and **should never use abusive language towards staff.** **The school reserves the right to withdraw or suspend a parent/carer's use of the app if these terms are breached**
- In the event of teachers being absent (short term), paper 'diary sheets' are available in classrooms and may be used by substitute teachers to send a written note home to parents/carers in place of SeeSaw. Where substitute teachers are covering longer term absences, they can be given SeeSaw access to aid ongoing communication. This will be determined by the senior leadership team.
- Staff working remotely should liaise with cover staff to communicate with parents in an effective way e.g. the cover teacher could email the class teacher daily updates to be shared from home via SeeSaw.



Seesaw



18.01.21

Dear Parents,

Please read the information below regarding the Seesaw home school communication app.

The app complies with GDPR and needs you and your child's name in order to be able to associate teacher's daily message's, work samples e.g. 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>.

Feedback on the SeeSaw app has always been very positive and I hope you continue to enjoy using Seesaw to communicate with school as well as share in your child's learning this year.

In line with our policy on GDPR, you are sent a consent form annually that includes consent for the use of SeeSaw. If you wish to withdraw consent at any stage in the academic year, you can contact school and advise us of this. Sometimes a teacher will take a photograph of or record a comment about several children working together. We will not use these photographs unless we have permission to do so from the parents or carers of all children involved.

Sincerely,

Ronan Loughran

ICT Co-Ordinator