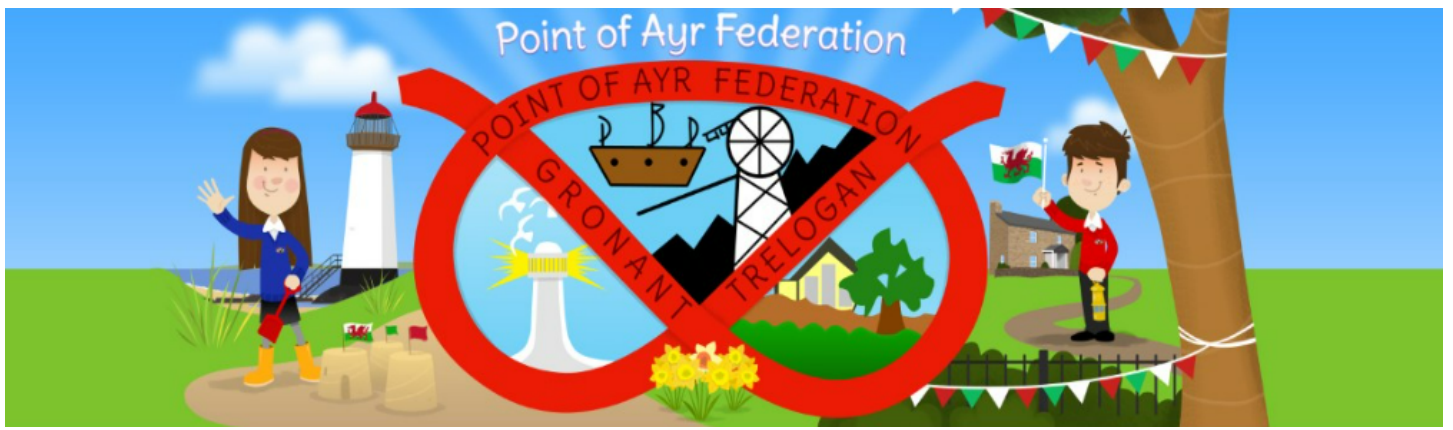




Point of Ayr Federation

Seesaw Code of Conduct Policy January 2023



Aiming High Together

Seesaw Code of Conduct Policy

This policy covers the Code of Conduct expectations related to the use of Seesaw across The Point of Ayr Federation.

Purpose

The purpose of this policy is to certify there are procedures in place to ensure that appropriate and effective use of Seesaw is demonstrated by all users, including children, parents and staff. This policy will explain the purpose of Seesaw across the Point of Ayr Federation and the benefits of its proper use, and will identify appropriate and acceptable use in relation to communications involving both comments and messages.

What is Seesaw?

Seesaw is a student-driven digital portfolio where children are empowered to create, reflect, share, and collaborate. It gives families a window into what's going on every day in their child's classroom. Students add posts to their journals showcasing the creative projects they've been working on in the classroom. This could include photos, artwork, videos, activities, notes, projects they've created in other apps, and more.

Through our **Photographs and Digital Consent** form (See appendix), we secure consent from you in agreeing to sign up for a free Seesaw parent account and to receive notifications when your child adds new content. Seesaw requires parents/carers to accept an invite from your child's teacher/Ms N Coleman (Seesaw Certified Educator) in order to sign up, which means that journals are private and only accessible by the teacher, students, and parents. However, there may be occasions where a group of children have worked collaboratively on a piece of work, which means that all family members of each child tagged, can view that particular journal entry and subsequent comments and likes.

Our school's **Digital Learning policy** states that we will seek your permission when we create individual pupil accounts in an online product where a range of open ended personal data may be stored. Seesaw falls into this category as the children may store personally identifiable information, like names, and photos, videos or voice recordings they have made themselves. Seesaw has a thoroughly robust privacy policy (<https://app.seesaw.me/about/privacy>) and has committed never to share your child's personal information or journal content. You can learn more about Seesaw by visiting <http://web.seesaw.me/>



Aiming High Together

What are our aims for using Seesaw across the Point of Ayr Federation?

- To share and celebrate students' achievements and learning with families and classmates.
- To demonstrate appropriate use of digital portfolios.
- To increase efficiency of communication with parents/carers.
- To develop and encourage the use of 21st Century technology.

How do we use Seesaw at the Point of Ayr Federation?

At the Point of Ayr Federation, we use Seesaw to collate a journal of children's learning. Children are empowered to create, reflect, share, and collaborate. Children add posts to their journals showcasing the creative projects they've been working on in the classroom. This could include photos, artwork, videos, activities, notes, projects they've created in other apps, and more. It gives families a window into what's going on every day in their child's classroom.

We also use Seesaw as our primary means of sharing information with parents/carers. It allows teachers to contact individual parents and admin/Senior Leadership Team (SLT) to share information with families. It replaces the need to send letters. This includes but is not limited to, termly newsletters, term dates, important messages and information updates, parental questionnaires, dinner menus, announcements from outside agencies and for obtaining consent for school trips and after school enrichment activities.

Parents/carers are invited to use Seesaw to leave positive and encouraging feedback on their own child's work, and/or to show their appreciation of their child's work by leave a 'like/❤️' on their posts. Parents/carers are also invited to message their child's class teacher during school hours and during term time, to ask questions, report late attendance or absences from school, and to send queries relating to your child and/or class/school matters. The current school protocol of telephoning the school office with any other business will still apply. We expand on this in more detail within the 'Expectations - contact with teachers' section of this policy document.

Expectations

The expectations of the stakeholders when using Seesaw may vary, therefore clarification on the matter is needed.

Posts to Journals - The volume of work featured, and the frequency of work uploaded onto Seesaw may vary, dependant on the age of pupils, and also taking into account that as pupils progress from Nursery through to Year 6, they will also be using additional online learning platforms such as Google Classroom, to create, reflect, share and collaborate.

Feedback - the level of feedback provided on tasks has been agreed by all staff across the Federation in line with our Seesaw Good Practise (updated September 2022) and our Feedback and Marking Policy (updated September 2023).



Aiming High Together

Contact with teachers - Teachers will respond to parental/carers questions, messages reporting late attendance or absences from school, and queries sent via Seesaw messaging during their normal working hours and during term times, where possible, and will not respond to any work or questions on weekends, or during school holidays. If a question is submitted after 4.30pm it will be responded to the following day. We ask that you are mindful that during the school day, our staff are busy teaching, and therefore it may not always be possible to respond to messages immediately. Messages will be picked up as soon as it is possible to do so, and where it does not impede on children's learning, and responses will be sent at the earliest convenience for staff. Messages should always be professional, responsible, polite and respectful.

In the case of an emergency, parents should telephone the school offices. Our school secretary is in the school office at Ysgol Gronant every morning and can be reached on 01745 856119, and is in the school office at Ysgol Trelogan every afternoon and can be reached on 01745 560432. Alternatively you can email our school offices at any time, marking your email as URGENT in the subject heading. Ysgol Gronant can be emailed on grmail@hwbcymru.net and Ysgol Trelogan can be emailed on tlmail@hwbcymru.net. URGENT matters will be dealt with as soon as possible.

For matters which require consideration and formal discussion, please contact your child's class teacher directly via Seesaw, or telephone the school offices to request a telephone call or a face to face meeting, and your child's class teacher will get back to you as soon as possible to make arrangements. Our school protocol for addressing concerns appropriately is outlined in our [Complaints Policy](#) and this should be adhered to. Seesaw messaging is not to be used in such instances.

As our classes across the Federation are fortunate to have multiple teaching staff, we ask that you are mindful that your messages can be viewed by all staff on the display names within your child's class.

We also have our Digital Lead & Seesaw Certified Educator, Ms N Coleman, Mrs G Hartley (our school secretary), Mrs F Sullivan (Head Teacher) and Mrs Closs-Sharp (Assistant Head Teacher) on our Seesaw Admin Team. Where these staff may have a crossover from class teacher, and admin/SLT roles, it is not permitted that they are contacted via Seesaw for matters unrelated to their own classes as outlined above.

Should a parent have any issues of complaints they must continue to follow the Complaints Procedure as stated in the [Complaints Policy](#).

Who controls content of Seesaw at The Point of Ayr Federation?

All teachers control their own 'Seesaw Class'. All items being shared on the class account must be approved by the class teacher and he/she will ensure that they are appropriate.

The school Seesaw admin, Digital Lead & Seesaw Certified Educator can make changes to settings and add staff and students.



Aiming High Together

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

The Point of Ayr Federation deems any of the following as inappropriate:

- Offensive language or remarks.
- Unsuitable content/images posted by students.
- Links to unsuitable content/images

Any inappropriate content from students will not be approved by the teacher and they will be reminded of the school's [Acceptable Use Policy](#).

Any inappropriate content from parents will not be approved by the teacher and the parent/carer will be notified that the content is deemed inappropriate. Any inappropriate messages sent via Seesaw will not be responded to by the teacher, and the parent/carer will be notified that the content is deemed inappropriate. After discussion with SLT parents/carers may also be blocked from commenting on pupils' work or messaging staff if this is deemed necessary.

Appendix

Ysgol Gronant [Photographs and Digital Consent](#)

Ysgol Trelogan [Photographs and Digital Consent](#)



Aiming High Together