Langley School

Seesaw Safe Usage Guidance

Last reviewed on:	17th September 2020	Stephanie Parkes
Next review due by:	17th September 2022	Head of School

Seesaw Safe Usage Policy

Introduction

Key people / dates

Langley School	Designated Safeguarding Lead (DSL) team	Jeanette Ashwin, Marina Ryley, Claire Hynes, Becky Ford, Stephen Bradbury, Stephanie Parkes
	Online-safety lead	Stephanie Parkes
	Safeguarding governor	Elizabeth Philip
	Data Protection Officer	Ian Bailey
	Infrastructure Manager	Ian Bailey
	Date this policy was reviewed and by whom	17th September 2020 – Stephanie Parkes
	Date of next review and by whom	17th September 2020 – Head of School

1. Introduction and aims

Langley School use Seesaw to keep in touch with children during term-time and during periods where the school may be shut such as lockdown. Teachers can post work, comment on submitted work and leave messages for the whole class within the app/ website. Seesaw will be used to set class activities such as homework and for children to complete work whilst at school.

2. Setting work

Teachers will use the Activity tool to set work. Work will be clearly shown under the Activity Tool. Work will be tailored to meet the needs of the children in the class. Activities can be scheduled in advance and dates/times added for when to post to complete them. Once activities have been submitted, Seesaw will automatically remove the activity from each child's activity stream notifications.

Teachers will:

- Set work in accordance with the remote learning policy.
- Work for the day is available by 9 am each morning.
- Provide instructions to explain to the children how to complete each activity.
- Set worksheets as pdfs or photos. These are inserted into Seesaw's drawing tool which allows children to respond by text, drawing, voice or by uploading photos of their work.
- May include further instructions of how to download content from the website by including a link. The children can then print and upload a photo of their work via the app's camera tool.

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3. Responding to work

Class staff will:

- approve work so the children are alerted that it has been submitted.
- 'like' the work by clicking on the heart.
- mark the submitted work by clicking on the three dots (…) and clicking Edit and using either the pencil/felt tip tool to draw ticks, highlighter to identify gaps or errors, text tool to add a written response or voice response to give a more personalised feedback.
- 'check-in' on the app twice during a working day.

Children will:

- use the Add Response tool to submit their work – this allows Seesaw to recognise that they complete it.
- follow the online safety rules and only use for schoolwork.
- report to an adult if they come across any unsafe content.
- follow healthy use of a computer, website, and any linked learning.

Parents will:

- ensure that appropriate firewalls and age restrictions are set on computers.
- ensure computer use is regularly monitored.
- ensure communication is kept to a professional level.
- ensure submitted work is clearly photographed to enable a teacher to mark it

Failure to abide by the Acceptable Use Policy when using Seesaw could result in termination of access. This includes any misuse, including inappropriate language, gestures, inappropriate comments and the submission of non-school based work.

This policy is written in line with the remote learning policy, school's acceptable use policy and online safety policy and complements the Keeping Children Safe in Education 2020 government guidance.

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BIRMINGHAM CITY COUNCIL - CHILDREN, YOUNG PEOPLE AND FAMILIES

Langley School

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Dear Parents:

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.

_____

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: _____