At St Matthew’s Primary School, we strive to integrate technology into all learning areas and strengthen communication regarding student learning between home and school.

We therefore pride ourselves on ensuring excellent communication between home and school. As part of this we will be using Seesaw as a communication tool and also as a medium for home learning and homework.

Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.

The school have made children aware of the Seesaw guidelines for children, agreed by all children and staff.

**What is Seesaw?**

Seesaw is an app where pupils, parents and teachers can share work and announcements/information in a safe, secure and private social network environment. Seesaw provides a safe digital learning ‘Journal’ in which children can document their learning by adding entries such as photographs, videos, drawings and notes to show what they are learning in class and at home as part of home learning activities or indeed ‘Blended Learning’. Seesaw creates a triangle of communication between teachers, pupils and parents through the use of two apps/programs: Seesaw Class and Seesaw Family. Furthermore, it encourages digital citizenship by showing how technology can be used in a safe and creative way.

**How does Seesaw work?**

Seesaw provides each individual child with their own Learning Journal held securely online. Parents and carers are invited to join their child’s learning journal via a QR Code or Home Learning Code.

Each code is unique to the specified child’s journal, only information relating to the child’s work will be shared. All our staff access a secure log-in relevant to their class. They can then upload observations, photos or videos; recording children’s achievements and assessing their learning.

Children are encouraged to post relevant work here and use the platform as a digital portfolio. This digital portfolio can then be carried forward into different classes as your child progresses through school.

Seesaw can be accessed via downloading an app for android or apple, or else alternatively via online at the seesaw webpage; <https://app.seesaw.me/#/login>

**Who can access my Child’s Learning Journal?**

At school we have access to all of the children’s Learning Journals. The only other people that can see your child’s account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation or task, their photo may appear in another child’s Learning Journal.

**Usage of Seesaw**

***Teachers will:***

* Ensure they are aware of up to date information regarding child safety, protection in line with GDPR
* Use Class Code sign in for students (instead of email/Google sign in)
* Comply with school policy regarding Seesaw use in the classroom and UICT
* Teach students behaviours to keep safe online. For example:
* Keep personal details private
* Not share user name or passwords
* Think before posting
* Not post information/images that is not appropriate or in line with permission
* Be respectful of other people’s content that they post,

 comment or share

* Ensure that the platform is kept professional and act as an extension of the classroom.
* **Students will**:
* Abide by the schools UICT contract and Seesaw Policy
* Be respectful of other children’s learning journal
* Follow teacher led instructions on how to utilize their Seesaw

 account

* Follow guidelines outlined by the teacher to ensure safety

 online. For example:

* Keeping personal details private
* Not sharing username or passwords
* Thinking before posting
* Not posting information/images that they would not want

 others to know

* Being respectful of other people’s content that they post or

 share. For example, a photo taken by a friend is their

 property, and should only be posted online if permission is

 gained

* Use the class code to sign in to Seesaw
* Only use first names when posting items on Seesaw

 **Parents will:**

* Be familiar with the Seesaw Policy
* Respect the schools use of a professional learning platform
* Never share your child’s home learning code/QR Code on

 social media

* Talk to your children about appropriate icons and images to use for their profile picture. The school recommends children use a profile photo of their face, a family pet, or their initials
* Communicate with class teachers by **calling the school** if they need to speak with the class teacher. Teachers can not respond to messages during teaching time and will do so at their earliest convenience
* All communication should be professional and correct titles should be used: teachers and parents should be referred to as Mr/Mrs/Miss/Ms etc. and not using Christian names
* Not use Seesaw to communicate with a teacher after 4pm each day during normal teaching days.

***Primary School staff will not respond to external private messages from parents/ carers. All communication will be carried out via the school office.***

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 **SEESAW PERMISSION FORM**

Please sign below and return the form to your child’s class teacher.

 I give consent for my child, named below, to use Seesaw for learning activities set by St. Matthew’s Primary School.

 The following permissions will be taken as valid for the duration of your child attending St. Matthew’s Primary School. Any changes to these permissions should be emailed to the Principal using: info@stmatthewsps.drumsurn.ni.sch.uk

 I have read and understood the Guidelines and Acceptable Use of Seesaw

Child’s Name/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_